



Monroe County School District

Superintendent of Schools
Mark T. Porter

Board Rationale

File #: 1819-0180

TITLE

Approval of Award of RFP2019914 Custodial Services to ABM Industry Groups, LLC

BACKGROUND INFORMATION

Work was solicited via RFP 2019914 for Custodial Services. The RFP was advertised via DemandStar, local newspaper, and the District's website. 263 vendors were sent notices and 13 vendors downloaded plans. Seven proposal responses were received. These responses were reviewed by a selection committee and a short list of the three highest scoring were invited to follow up interviews. After the interviews the selection committee voted to select the vendor to be recommended. ABM Industry Groups, LLC was selected for recommendation by the committee.

BUDGET INFORMATION

Item Budgeted? Yes
Total Cost: NTE \$2,713,222.00
Budget Coding: 7900 310
Requisition Attached? No

CONTRACT INFORMATION

Contract with: ABM Industry Groups, LLC
Contract value: NTE \$2,713,222.00
Budget coding: 7900 310

Contract Purpose / Description: Provide Custodial services district wide

Contract Originator: Jeff Barrow, 53397, Maintenance Department

Board Meeting Date: 4/23/19

RECOMMENDATION

Approval of Award of RFP2019914 Custodial Services to ABM Industry Groups, LLC



Monroe County School District

Superintendent of
Schools
Mark T. Porter

Master

File Number: 1819-0180

File ID: 1819-0180

Type: Agenda Item

Status: Agenda Ready

Version: 1

Vendor:

Action By: School Board

File Created: 04/11/2019

Subject:

Final Action:

Title: Approval of Award of RFP2019914 Custodial Services to ABM Industry Groups, LLC

Internal Notes:

Sponsors:

Effective Date:

Attachments: Monroe County Signed Contract.pdf, RFP 2019914 Custodial Services.pdf, RFP 2019914 Addendum No.1.pdf, RFP 2019914 Custodial Inventory.pdf, RFP 2019914 QA No.1.pdf, RFP 2019914 QA No.2.pdf, RFP 2019914 QA No.3.pdf, RFP 2019914 ABM Proposal Response.pdf, ABM COI Exhibit B.pdf

Enactment Number:

Recommendation:

Expiration Date:

Entered by: Jeff.Barrow@KeysSchools.com

Expiration Date:

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	4/12/2019	Suanne Lee	Approve	4/15/2019
1	3	4/16/2019	Dirk Smits	Approve	4/17/2019
1	4	4/16/2019	Kathryn Flannery	Approve	4/17/2019
1	5	4/16/2019	Ramon Dawkins	Approve	4/17/2019
1	6	4/17/2019	James Drake	Approve	4/17/2019
1	7	4/17/2019	Patrick Lefere	Approve	4/18/2019

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	School Board	04/23/2019					

THE SCHOOL DISTRICT OF MONROE COUNTY, FLORIDA

Contract for Goods & Services

This Contract entered into on the date last written below, by and between: ABM Industry Groups, LLC (the "Contractor") and The School Board of Monroe County, Florida ("School Board" or "MCSB"), as contracting agent for the School District of Monroe County, Florida ("School District"). In consideration of the mutual covenants and benefits hereinafter set forth, the parties herein covenant and agree as follows:

1. TERM

The term of this Contract shall be from: (insert dates – contract may be for a school year)

July 1, 2019 to June 30, 2020.

This Contract may be renewed for a period that may not exceed three (3) years or the term set forth above, whichever period is longer. The compensation for the renewal term shall be determined prior to renewal of this contract and is subject to approval by the MCSB. Further, renewal of this contract is contingent upon a determination by the MCSB that the services have been satisfactorily performed, that the services are needed and upon availability of funds.

2. CONTRACTOR'S SERVICES

Contractor agrees to provide the following goods/services:

Custodial services District Wide per RFP 2019914.

Custodial services \$2,698,222.00

Custodial Equipment \$15,000.00

Total \$2,713,222.00

If documentation of the specific goods/services is attached, said documentation is labeled as *Exhibit "A"* to this Contract and is incorporated herein by reference. In the event of a conflict between the terms of this Contract and any exhibit, the terms of this Contract shall control, unless otherwise agreed in writing as an amendment pursuant to the terms for such as provided herein.

3. COMPENSATION

School Board shall pay Contractor the sum of \$ 2,713,222.00 (NTE-Not to exceed price) to provide said goods/services pursuant to this Contract. No payment shall be due until an invoice for the goods/services has been submitted for payment and the School Board verifies that all services have been fully and satisfactorily completed. The School Board will make diligent efforts to verify and pay

invoices within one (1) payment cycle after receipt. If alternate payment TERMS are required they must be outlined below.

4. INSURANCE

Contractor agrees to secure and maintain at all times during the term of this Contract, at Contractor's expense, insurance coverage, as laid out below, covering Contractor for all acts or omissions which may give rise to liability for services under this Contract. All Contractor staff are to be insured in minimum amounts acceptable to the Monroe County School Board and with a reputable and financially viable insurance carrier, naming The School Board of Monroe County, Florida as an additional insured. Such insurance shall not be cancelled except upon thirty (30) days written notice to the MCSB. Contractor shall provide MCSB with a certificate evidencing such insurance coverage within five (5) days after obtaining such coverage. Contractor agrees to notify MCSB immediately of any material change in any insurance policy required to be maintained by Contractor.

Contractor is required to obtain the following coverage, with documentation of having obtained such coverage being attached hereto as *Exhibit " B "*:

- ☒ **General Liability Insurance**
Amount: \$1,000,000/\$2,000,000
- ☐ **Professional Liability Insurance**
Amount: _____
- ☒ **Vehicle Liability Insurance**
Amount: \$1,000,000
- ☒ **Workers Compensation Insurance**
Amount: Statutory Limits

5. COMPLIANCE WITH LAWS AND POLICIES

Contractor agrees to comply with all current Monroe County School Board Policies and all applicable local, state and federal laws, including laws pertaining to the confidentiality of student records and public records requests. Contractor agrees that MCSB has the right to unilaterally and immediately cancel this Contract upon refusal by Contractor to allow public access to all documents, papers, letters, or other material made or received by the Contractor in conjunction with the contract, unless the records are exempt from s.24(a) of Art. I of the State Constitution and s.119.07(1). Should cancellation be necessary under this clause, MSCB is required only to provide written notice to Contractor, effective upon receipt of notice, which shall be documented.

6. INDEPENDENT CONTRACTOR STATUS

The Contractor is, for all purposes arising under this Contract, an independent contractor. The

Contractor and its officers, agents or employees shall not, under any circumstances, hold themselves out to anyone as being officers, agents or employees of the School/Department. No officer, agent or employee of the Contractor or School/Department shall be deemed an officer, agent or employee of the other party. Neither the Contractor nor School/Department, nor any officer, agent or employee thereof, shall be entitled to any benefits to which employees of the other party are entitled, including, but not limited to, overtime, retirement benefits, workers compensation benefits, injury leave, or other leave benefits.

7. BACKGROUND CHECKS/FINGERPRINTING

In accordance with the legislative mandate set out in sections 1012.32, 1012.465 and 435.04, Florida Statutes as well as with the requirements of HB 1877, The Jessica Lunsford Act, Contractor agrees that all of its employees and sub-contractors, including employees of sub-contractors, who provide or may provide services under this Contract have completed all background screening requirements through a Monroe County School Board designee pursuant to the above-referenced statutes. It is recognized and agreed that the provisions and exceptions relating to the dictates of The Jessica Lunsford Act, and codified at sections 1012.321, 1012.465, 1012.467 and 1012.468 of the Florida Statutes, shall apply to the requirements of this paragraph where so applicable.

Contractor agrees to bear any and all costs associated with acquiring the required background screenings. Contractor agrees to require all affected employees and sub-contractors to sign a statement, as a condition of employment with Contractor in relation to performance under this Contract, that the employee and/or sub-contractor will abide by the terms and notify Contractor/Employer of any arrest or conviction of any offense enumerated in section 435.04, Florida Statutes within forty-eight (48) hours of their occurrence. Contractor agrees to provide MCSB with a list of all employees and/or sub-contractors who have completed background screenings as required by the above-referenced statutes and that meet the statutory requirements contained therein. Contractor agrees that it has an ongoing duty to maintain and update these lists as new employees and/or sub-contractors are hired and in the event that any previously screened employee fails to meet the statutory standards. Contractor further agrees to notify MCSB immediately upon becoming aware that one of its employees or its sub-contractor's employees, who was previously certified as completing the background check, and meeting the statutory standards, is subsequently arrested or convicted of any disqualifying offense. Failure by Contractor to notify MCSB of such arrest or conviction within forty-eight (48) hours of being put on notice by the employee/sub-contractor and within 5 days of its occurrence shall constitute grounds for immediate termination of this contract by MCSB. The parties further agree that failure by Contractor to perform any of the duties described in their paragraph shall constitute a material breach of the contract entitling MCSB to terminate this Contract immediately with no further responsibility to make payment or perform any other duties under this Contract.

8. TERMINATION

A. WITHOUT CAUSE

This Contract may be terminated for any reason by either party upon thirty (30) days written notice to the other party at the addresses set forth below. If said Contract should be terminated as provided in this paragraph of the Contract, the MCSB will be relieved of all obligations under

said contract and the MCSB will only be required to pay that amount of the contract actually performed to the date of termination with no payment due for unperformed work or lost profits.

B. TERMINATION FOR BREACH

Either party may terminate this Contract upon breach by the other party of any material provision of this Contract, provided such breach continues for fifteen (15) days after receipt by the breaching party of written notice of such breach from the non-breaching party.

C. IMMEDIATE TERMINATION BY MCSB

School Board may terminate this Contract immediately upon written notice to Contractor (such termination to be effective upon Contractor's/Individual's receipt of such notice) upon occurrence of any of the following events:

- i. the denial, suspension, revocation, termination, restricting, relinquishment or lapse of any license or certification required to be held by the Contractor, or of any Company/Individual staff's professional license or certification in the State of Florida;
- ii. conduct by Contractor or any Company/Individual staff which affects the quality of services provided to the School Board or the performance of duties required hereunder and which would, in the School Board's sole judgment, be prejudicial to the best interests and welfare of the School Board and/or its students;
- iii. breach by Contractor or any Company/Individual staff of the confidentiality provisions of this Contract or the Family Educational Rights and Privacy Act (FERPA);
- iv. failure by Contractor to maintain the insurance required by the terms of this Contract.

9. ASSIGNMENT

Neither Contractor nor the Monroe County School Board may assign or transfer any interest in this Contract without the prior written consent of both parties. Should an assignment occur upon mutual written consent, this Contract shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and assigns.

10. AMENDMENT

This Contract may be amended only with the mutual consent of the parties. All amendments must be in writing and must be approved by the Monroe County School Board.

11. INDEMNIFICATION, GOVERNING LAW & VENUE

Contractor shall indemnify and hold harmless the Monroe County School Board from and against any and all claims, liabilities, damages, and expenses, including, without limitation, reasonable attorneys' fees, incurred by the MCSB in defending or compromising actions brought against it arising out of or related to the acts or omissions of Contractor, its agents, employees or officers in the provision of services or performance of duties by Contractor pursuant to this Contract.

This Contract shall be construed in accordance with the laws of the State of Florida. Any dispute arising hereunder is subject to the laws of Florida, venue in Monroe County, Florida. The prevailing party shall be entitled to reasonable attorney's fees and costs incurred as a result of any action or proceeding under this Contract.

12. REPRESENTATIONS, WARRANTIES & DEBARMENT

Contractor represents and warrants to the School Board, upon execution and throughout the term of this Contract that:

- A) Contractor is not bound by any Contract or arrangement which would preclude it from entering into, or from fully performing the services required under the Contract;
- B) None of the Contractor's agents, employees or officers has ever had his or her professional license or certification in the State of Florida, or of any other jurisdiction, denied, suspended, revoked, terminated and/or voluntarily relinquished under threat of disciplinary action, or restricted in any way;
- C) Contractor has not been convicted of a public entity crime as provided in F.S. §287.133, to wit: A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid, proposal, or rely 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 on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list; and
- D) Contractor and Contractor's agents, employees and officers have, and shall maintain throughout the term of this Contract, all appropriate federal and state licenses and certifications which are required in order for Contractor to perform the functions, assigned to him or her in connection with the provisions of the Contract.
- E) The Vendor certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:
 - (i) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 29 CFR Part 93, Section 98.510, by any federal department or agency;

- (ii) Has not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (iii) Has not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

13. CONFIDENTIALITY

Contractor recognizes and acknowledges that by virtue of entering into this Contract and providing services hereunder, Contractor, its agents, employees and officers may have access to certain confidential information, including confidential student information and personal health information. Contractor agrees that neither it nor any Contractor agent, employee or officer will at any time, either during or subsequent to the term of this Contract, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the Monroe County School Board in writing, any confidential student information, personal health information or other confidential/personally identifiable information. Contractor, its agents, employees and officers shall comply with all Federal and State laws and regulations and all Monroe County School Board policies regarding the confidentiality of such information.

14. BILLING

Bills for fees or compensation under this contract shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof. Further, bills for any travel expenses shall be submitted in accordance with Florida Statute §112.061 where applicable.

15. THIRD-PARTY BILLING AND PAYMENT

To the extent applicable with regard to the services provided in this Contract, the Contractor shall cooperate with School Board representatives to determine the eligibility of a referred student for third-party benefits and to bill cooperatively the third-party for services provided to the referred student. Should the third-party decline to pay for billed services, or should the third-party only make partial payment for billed services, Contractor shall provide appropriate documentation to School Board and will assist the School Board in any administrative or appeals process regarding eligibility or payment as may be requested by the School Board. Contractor shall not be entitled to bill nor accept third-party payment without authorization of the School Board and Contractor agrees that School Board shall not be obligated to make any payment that exceeds the rate referred to in the paragraph governing Compensation. The Contractor shall provide service documentation in accordance with professional standards and School Board criteria as requested.

16. CONTRACT RECORDS RETENTION

Pursuant to Florida Statute 119.0701, contractor agrees to:

- (a) Keep and maintain public records that ordinarily and necessarily would be required by the School Board in order to perform the service.
- (b) Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by 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 the contract term and following completion of the contract if the contractor does not transfer the records to the School Board.
- (d) Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

Failure of Contractor to comply with this section and F.S. §119.0701 may include, but not be limited to, the School Board holding the contractor in default, termination of the contract or legal action.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (Records@KeysSchools.com OR MAIL TO: MONROE COUNTY SCHOOL DISTRICT, ATTN: CUSTODIAN OF PUBLIC RECORDS, 241 TRUMBO ROAD, KEY WEST, FL 33040 OR CALL (305)293-1400).

17. ETHICS CLAUSE

Contractor warrants that he/it has not employed, retained or otherwise had act on his/its behalf any former Monroe County School District officer or employee. For breach or violation of this provision the Monroe County School District may, in its discretion, terminate this contract without liability and may also, in its discretion, deduct from the contract or purchase price, or otherwise recover the full amount of any fee, commission, percentage, gift or consideration paid to the former Monroe County School District officer or employee.

18. CONFLICT OF INTEREST

The following provisions shall apply for conflict of interest. Any violation of these provisions by

a School District employee may be grounds for dismissal. No contract for goods or services may be made with any business organization in which the Superintendent or a School Board member has any material financial interest unless it is a single source or clear documentation exists to show that, no other supplier can provide the identical/comparable goods/service, at a lower cost to the School Board. No School Board member or officer, or School District officer or employee, may directly or indirectly purchase or recommend the purchase of goods or services from any business organization which they or their near relative have a material interest as defined by §112.313, Florida Statutes, except as allowed by DOE Interpretative Memorandum No. A-20. No School Board member, School District employee or official may receive gifts or any preferential treatment from vendors. Such members, officers, officials or employees shall not be prohibited from participating in any activity or purchasing program that is offered to all School District employees or in School District surplus sales, provided there is no preferential treatment.

19. SEVERABILITY

The parties recognize and agree that should any clause(s) herein be held invalid by a Court of competent jurisdiction, the remaining clauses shall not be affected and shall remain of full force and effect.

20. COUNTERPARTS

This Contract may be executed in one or more counterparts, all of which together shall constitute only one Contract.

21. WAIVER

A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure to perform. Any waiver of insurance requirements as provided by this Contract and/or the policies of the School Board does not relieve the Contractor of the indemnification provisions contained within this Contract.

22. CAPTIONS

The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Contract.

23. ENTIRE CONTRACT

The parties hereto agree that this is the final Contract between the parties and supercedes any and all prior Contracts and/or assurances, be it oral or in writing.

24. LIQUIDATED DAMAGES

Contractor agrees to complete the services covered by this agreement prior to the contract expiration date listed in Section I entitled "TERMS." In the event that the services are not completed by the expiration date, Contractor hereby agrees to pay damages of no less than \$^{NA}_____ per

day/week/month for each day/week/month the services remain incomplete after the expiration of the contract.

25. NOTICES

All notices required by this Contract, unless otherwise provided herein, by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by Federal Express or Express Mail, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, addressed as follows:

Monroe County School Board:
Superintendent
Monroe County School District
241 Trumbo Road
Key West, FL 33040


With a copy to District Counsel
Vernis & Bowling of the Florida Keys, P.A.
81990 Overseas Hwy, 3rd Floor
Islamorada, FL 33036

Contractor:

ABM
16478 Hwy 90, Suite C
Milton, FL 32570
Attn: Cary Pierce

IN WITNESS WHEREOF, the parties have executed this Contract on this 23rd day of

April, 2019.


SIGNATURE OF CHAIRPERSON OF THE BOARD (CONTRACTS OVER \$25,000)

April 23, 2019
DATE


SIGNATURE OF SUPERINTENDENT

April 23, 2019
DATE


SIGNATURE OF CONTRACTOR/REPRESENTATIVE

4/3/2019
DATE

Trey Brock, Senior Vice President
PRINT NAME AND TITLE

**MONROE COUNTY SCHOOL DISTRICT
BUSINESS/PERSONAL RELATIONSHIP DISCLOSURE AFFIDAVIT**

I, Trey Brock, of the City/Township/Parrish of Milton, State of Florida, and according to law on my oath, and under penalty of perjury, depose and say that;

1) I am the authorized representative of the company or entity making a proposal for a project described as follows:
Name of company/vendor: _____
Nature of services presently being offered to School District: _____

2) ☒ I have (OR) ☐ I have not at any time prior to this application, had a **business relationship** with any employee or board member of the School District of Monroe County, Florida.

IF YOU ANSWER I HAVE: Please list details of the relationship including the employee or board member's name with whom you have done business, the type of work that was performed and the years worked. _____
Previous Custodial Service Contracts

3) ☐ have (OR) ☒ I DO NOT have a **personal relationship** (this includes family) with an employee of OR a board member of the School District of Monroe County, Florida.

IF YOU ANSWER I HAVE: Please list details of the relationship including the employee(s) or board member(s) name with whom you are related, and your ties to that person (spouse, mother, brother, cousin, or related by marriage, partners, etc.) _____

The statements contained in this affidavit are true and correct, and made with full knowledge that The School Board of Monroe County, Florida, relies upon the truth of the statements contained in this affidavit in awarding contracts for the subject project. I hereby agree to keep the School District of Monroe County, Florida, informed of any change to the information contained herein. I further understand and agree that discovery of any undisclosed relationship can and will lead to termination of any ongoing contracts, and may potentially lead to me being banned from conducting future business with the school district.

4/3/2019
Date

Trey Brock
(Signature of Authorized Representative)

STATE OF Florida
COUNTY OF Santa Rosa

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Trey Brock who,
☒ being personally known, ☐ or having produced _____ as identification,
and after first being sworn by me, affixed his/her signature in the space provided above on this 3rd day of April 2019.

Donecia C. Griffin
NOTARY PUBLIC

3/6/2021
My commission expires:



Monroe County School District

REQUEST FOR PROPOSAL

RFP 2019914

Custodial Services



Members of the Board

District # 1

BOBBY HIGHSMITH
Chairman

District # 2

ANDY GRIFFITHS

District # 3

MINDY CONN
Vice-Chairman

District # 4

JOHN R. DICK

District # 5

SUE WOLTANSKI

Mark T. Porter

Superintendent of Schools

Submissions must be in an envelope separate from any express mail or courier envelopes, as those will be opened and discarded.

Be sure to include the name of the company submitting the proposal where requested.

Cut along the outer border and affix this label to your sealed envelope to identify it as a “Sealed Proposal”.

SEALED PROPOSAL • DO NOT OPEN

SOLICITATION NO.: RFP 2019914

SOLICITATION TITLE: Custodial Services

SUBMISSION DUE: March 13, 2019 at 9:00 AM

SUBMITTED BY: _____
(Name of Company)

DELIVER TO:

MONROE COUNTY SCHOOL DISTRICT

ATTN: Internal Services Department / Purchasing Division

241 Trumbo Road

Key West, FL 33040

From time to time, addenda may be issued to this solicitation. Any such addendum will be posted on www.demandstar.com. You should periodically check the Web site to download any addendum which may have been issued. The Addendum Acknowledgement must be submitted with the proposal.

RFP 2019914 – Custodial Services

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RFP 2019914 – Custodial Services

REQUEST FOR PROPOSAL

NOTICE IS HEREBY GIVEN TO PROSPECTIVE PROPOSERS that on March 13, 2019 at 9:00 AM the School Board of Monroe County (the “School District” or “School Board”) will open sealed proposals for the following:

**RFP 2019914
Custodial Services**

Specifications and proposal documents may be requested from Demand Star by Onvia by calling 1-800-711-1712 or by going to the website www.demandstar.com . The public record documents are available on the district web site at www.KeysSchools.com or by contacting the Internal Services Department / Purchasing Division, 241 Trumbo Road, Key West, FL 33040.

Questions regarding the proposal should be directed by e-mail to Jessica Bailey – Buyer, Jessica.Bailey@KeysSchools.com.

All proposals must be received by the Internal Services Department / Purchasing Division on or before March 13, 2019 at 9:00 AM. No waivers shall be allowed for proposals which have not been submitted to the Internal Services Department / Purchasing Division by the deadline date. One (1) signed original, four (4) copies, and one (1) electronic copy (PDF format – saved as one document which must be submitted with the bid package – it cannot be emailed) of the proposal package are to be submitted to:

**Monroe County School District
Administration Building
Internal Services Department / Purchasing Division, Room 119
241 Trumbo Road
Key West, Florida 33040**

The Monroe County School District reserves the right, at its sole discretion, to accept or reject any and all proposals and to waive informalities when it is in the best interest of the Board to do so.

All proposals must remain valid for a period of ninety (90) days or until the MCSB approves the contract. The School Board will automatically reject the response of any person or affiliate who appears on the convicted vendor list prepared by the Department of General Services, State of Florida, under Section 287.133(3) (d), F.S. (1997).

Recommendation to the District School Board of Monroe County will be based upon a proposal(s) that represent the best interest of the District and award of the contract will be deemed by the board to be in the best interest of Monroe County.

**Suanne C. Lee, CPPO, CPPB, FCRM, RMLO
Director of Internal Services**

Released in Key West, Florida, February 7, 2019

RFP 2019914 – Custodial Services

***District School Board of Monroe County
Internal Services Department / Purchasing Division***

PROPOSAL FORM

RFP 2019914 – Custodial Services

BID DUE /BID OPENING DATE/TIME: MARCH 13, 2019 AT 9:00 AM

***RETURN ONE (1) SIGNED ORIGINAL, FOUR (4)
COPIES, AND ONE (1) ELECTRONIC COPY (PDF FORMAT)
OF THE PROPOSAL. NO OTHER PROPOSAL
FORM WILL BE ACCEPTED***

NAME OF COMPANY

***PLEASE BE SURE THAT THE NAME OF
YOUR COMPANY APPEARS ON EACH
PAGE OF THIS PROPOSAL FORM.***

ADDRESS OF COMPANY

PRINT NAME OF AUTHORIZED SIGNATURE

***IF SIGNED BY AN AGENT OF NAMED COMPANY
WRITTEN EVIDENCE FROM THE OWNER OF
RECORD OF HIS/HER AUTHORITY MUST
AUTHORITY MUST ACCOMPANY THIS PROPOSAL.***

EMAIL ADDRESS

TELEPHONE No.

FAX

Proposal Certification

I hereby certify that: I am submitting the following information as my firm's (proposer) proposal and am authorized by proposer to do so; proposer agrees to complete and unconditional acceptance of the contents of Pages 1 through 58 inclusive of this Request for Proposal, and all appendices and the contents of any Addenda released hereto; proposer agrees to be bound to any and all specifications, terms and conditions contained in the Request for Proposal, and any released Addenda and understand that the following are requirements of this RFP and failure to comply will result in disqualification of proposal submitted; proposer has not divulged, discussed, or compared the proposal with other proposers and has not colluded with any other proposer or party to any other proposal; proposer acknowledges that all information contained herein is part of the public domain as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this proposal are true and accurate.

Signature of
Proposer's Authorized Representative (blue ink preferred on original) _____ Date _____

Name of Proposer's Authorized Representative _____ Title of Proposer's Authorized Representative _____

RFP 2019914 – Custodial Services

Scope of Work

I. General

A. The Monroe County School District (MCSD) is requesting proposals for custodial services. This service contract is anticipated to start July 1, 2019 and will be for one year with the option to renew for up to three additional years.

B. **MANDATORY WALK THROUGH** - There will be a mandatory building walk through to examine the spaces and equipment.

1. The middle and upper keys will be February 19, 2019 at 9:00 AM. We will meet at the Key Largo School office located at 104801 Overseas Highway, Key Largo, FL 33037.
2. The Key West area will be February 20, 2019 at 8:00 AM. We will meet at MCSD Administration Building at 241 Trumbo Rd, Key West, FL 33040.
3. School inspections other than the mandatory walk through shall be coordinated with each individual school. Vendors require escorts when students are on campus.

C. Contract Phase

1. Insurance including workers compensation insurance shall be maintained at the levels specified in the contract made with the District.
2. Communication
 - a. During the contract period provide a management level contact for school administrators to discuss concerns regarding services or performances. Vendor management is solely responsible for performance and discipline of its employees.
 - b. The contractor shall designate a Lead Custodian to be used by the office for communicating routine school needs. This position must be able to communicate in English.
 - c. The contractor shall designate a Day Custodian who will communicate with the office often during the day to respond to the school's needs. This position must be able to communicate in English.

3. Transition Plan

- a. We anticipate awarding this contract in April of 2019. During the time between the award and the new contract start date this contractor will need to make the required arrangements for a smooth change of services. This includes items like hiring staff, purchasing and delivering contractor provided supplies, and coordinating durable equipment needs. It is imperative that the summer cleaning program continue as planned. Careful and professional collaboration will be required by all involved in the transition.
- b. Please provide a brief narrative of your company's anticipated plan.

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- D. All contracted personnel that will be contact points for the office must be able to communicate orally and in writing using English.
1. This specifically includes the Managers, Day Custodians, and Lead Custodians. This does not apply to a substitute on temporary assignment. A site shall not have a non-English speaking substitute for more than five days in a row or 10 days total per calendar month.
 2. These people shall be on site at all times to act as liaison between any non-English speaking workers and site administration. This is to ensure complete understanding of issues being discussed.
 3. Failure to do so will result in the following: 1st offense - \$500.00 fine, 2nd offense \$1,000.00 fine, 3rd offense – vendor will go on 30 day notice that contract is being terminated.
- E. The District reserves the right to audit the contractor relating to this contract including but not limited to; general records, payroll records, staffing, benefits, supplies, materials, and equipment. The contractor is to provide full cooperation and disclosure. Failure to comply with audit requests will be considered grounds for contract cancelation.
- F. Damage – The contractor shall perform the necessary custodial duties in such a manner that it does not damage property. In the event damage occurs to property by the contractor under work being performed under this contract, then it shall replace or repair the same at no cost to the District. If damage caused by the contractor has to be repaired or replaced by the District, then the cost of such work shall be deducted from any monies due the contractor. The contractor shall be responsible for the repair/replacement to the satisfaction of the District representative. This includes damages to flooring systems due to improper cleaning techniques.

II. Staffing

- A. Staffing levels shall be determined by the contractor in their proposal. The minimum acceptable level is 1 custodian per 26,000 gross square feet for schools and 1 custodian per 40,000 gross square feet for administrative areas, based on the square footage provided with this specification in Appendix C. These square footages are based on the Florida Inventory of School Houses (FISH) database. The square footages include covered walkways and patios. The contractor may choose to provide additional staffing if they feel it is needed to correctly perform the work.
- B. Provide with your proposal a list of proposed staffing levels by site.
- C. Staff shall work in a harmonious manner with other custodial staff, managers, and district personnel to accomplish the work in this specification. Staff not capable of working harmoniously with others shall be removed from the jobsite and replaced. Belligerent, aggressive, or harassing behavior to any others on the work site will not be tolerated. This contractor will ensure that any of their employees behaving in this manner are removed from the job site immediately and that appropriate progressive discipline measures are taken.

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D. Positions

1. Custodial Managers - This contractor shall provide three full time custodial managers. These people shall oversee the quality and quantity of work performed by each school's team. These managers shall have full time shifts primarily between the hours of 12:00 PM and 11:30 PM. These managers shall use daily supervision, inspections, check lists, and training as a minimum to verify the work of this contract is carried out on a daily basis. Each manager will be assigned a geographic area; Key West and Stock Island, Sugarloaf through Marathon, and Tavernier through Key Largo.
2. Lead Custodians - Each school's cleaning team shall have a foreman or Lead Custodian. This person must be able to communicate clearly with the school office staff verbally and in writing, in English. This employee shall check in with the office daily to coordinate special needs or concerns. They must be able to use School Dude to request repairs and supplies via maintenance work order. Must verify site is secure at the end of the work shift and school activity for the day.
3. Day Custodian – Each of the District's schools shall be provided with a full time Day Custodian. This person shall work daily in the cafeteria and on the items requested by the school. This job requirements are as follows:
 - a. Be mechanically inclined and capable of using hand tools to make small repairs.
 - b. Have a general knowledge of building operations.
 - c. Be capable of performing heavy work in hard conditions including occasional lifting of up to 80 pounds and frequent lifting of up to 40 pounds.
 - d. Have a basic understanding of the operation of commercial toilets. Be able to turn the water on and off to a toilet and clear clogged toilets with a hand snake and plunger.
 - e. Be capable of replacing batteries in flush-o-meters, sink faucets, clocks, and similar items.
 - f. Have mathematical skills to review daily water readings and determine if there is an abnormal water flow situation.
 - g. Be able to clearly communicate with school administration verbally and in writing using English.
 - h. Perform the Day Custodian's duties that include but are not limited to:
 - 1) Minimum of 3.5 hours per day in cafeteria school food service duties. At all summer school sites it shall be 2.5 hours per school day during summer school.
 - 2) The school may request the day custodian to do additional cafeteria duties at their discretion.
 - 3) Open school in the morning. Lock and unlock security gates as directed by the school office during the day.
 - 4) Report any and all problems, issues, and emergencies to school administration immediately upon discovery. Pass on problems and issues that occurred on the night shift to the office.
 - 5) Take care of emergencies and small requests as directed by school or facility administrator.

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- 6) Provide emergency clean up service as needed by the school to address situations arising from sick children or other school day incidents.
 - 7) Restock heavily used restrooms in mid-morning. Clean if conditions require.
 - 8) Plumbing – clear clogged toilets with handheld snake and plunger. Replace batteries in flush valves.
 - 9) Playgrounds – perform daily raking and cleaning of use areas.
 - 10) Sidewalks – use blower or broom to clean as requested by the school.
 - 11) Material handling of items around the school.
 - 12) Communicates daily with school administration on needs of the school for that day. The school may choose to provide a radio or email account to streamline communication.
 - 13) Notify school administration of needed maintenance work orders.
4. Custodian – This contractor shall provide sufficient custodial staff to meet the requirements of this specification. Custodial staff must be capable of performing heavy work in hard conditions including occasional lifting of up to 80 pounds and frequent lifting of up to 40 pounds. Second shift custodial staff shall clean up cafeteria after any after school meals, day care, or dinner programs. In addition to cleaning this staff shall spend up to four hours per day per site averaged out over a week, doing the following types of duties. Custodial staff shall document there work on these items using the Districts School Dude WO system.
- a. Changing light bulbs up to 18 feet high. This includes all interior lights and exterior hall or walkway lights.
 - b. Perform maintenance and repair work to Custodial cleaning equipment.
 - c. Provide minor maintenance services to the school when requested.
 - d. Be capable of using drills and fasteners to hang pictures, bulletin boards, white boards, and similar items.
 - e. Be capable of reading technical instructions to assemble school related items.
 - f. Be capable of using tape measures and levels to correctly hang items on the wall.
 - g. Be capable of assembling and repairing school and office furniture.
 - h. General – assist in teacher requests like mounting white boards, pictures, pencil sharpeners and assembling new furniture.
 - i. Replace missing, stained, or damaged ceiling tiles.
 - j. Minor repairs to existing furniture like chair glide replacement, swapping table legs, and minor repairs to cafeteria furniture.
 - k. Touch up painting around the school.
 - l. Be capable of replacing batteries in flush-o-meters, sink faucets, clocks, and similar items.
5. All custodial staff must be capable and trained to do the following:
- a. Change incandescent and fluorescent light bulbs up to 18' high.
 - b. Clear clogged toilets with a hand snake or plunger.
 - c. Turn off toilets, urinals, and sinks at stop valves.
 - d. Replace damaged or stained ceiling tiles up to 18' high.
 - e. Clean light fixture lenses up to 18' high.
 - f. Clean security camera lenses up to 18' high.

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- E. During the school year if a day custodian is out, this position shall be covered by a substitute or other custodians working overtime. This contractor shall maintain sufficient staff and substitutes to cover all positions on a daily basis.
- F. If the contractor is not able to cover a position the owner shall receive a credit for that in the monthly invoicing. With each invoice provide documentation of shifts worked and credit the owner with time missed. This documentation shall be by site for each week in the billing period (submit samples of this with your proposal). At a minimum it shall have the total hours contracted for work, a list of workers by site with their hours worked, the difference to be credited, and a signature from a management level employee indicating the information has been reviewed and is accurate.
- G. Staff absenteeism does not relieve this contractor from performing the duties of this specification. Sufficient staff or overtime shall be used to ensure the duties are performed.
- H. All staff shall be badged through the District personnel office. This ID badge is to be worn at all times while on the campus. The costs associated with badging their employees shall be included in this contract.
- I. Custodial staff shall wear company shirts of the same color with the company's logo to allow for their identification on the school grounds.
- J. Employees used in this contract shall be provided with a health benefit package that is compliant with the Federal Affordable Healthcare Act.
- K. The contractor is required annually to train their staff in safe work principles included but not limited to:
 - 1. Blood borne pathogens
 - 2. Hazard communication and the importance of Material Safety Data Sheets (MSDS)
 - 3. Personal protection equipment (PPE)
 - 4. Basic electrical safety
 - 5. Ladder and elevated surface safety.
- L. The contractor is required to train their staff in all cleaning AND safety procedures prior to them starting work on the school jobsite. Training shall include manual techniques, procedures, and apparatus training. Provide the district with copies of training programs and sign in sheets from training sessions. All staff must be trained to:
 - 1. Clear clogged toilets with plungers and hand snakes.
 - 2. Secure running water at plumbing fixtures by turning off the stop valve.

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3. Working from a ladder for high cleaning, light lens cleaning, security camera cleaning, light replacement, and ceiling tile replacement.

III. Security

The contractor shall be responsible for training employees in security requirements for each site and shall be responsible for the enforcement of the same. This contractor will provide staff to secure the District school buildings each day of the 254 day District work year. Each building will be secured at the end campus activities for that day. All security gates requested to be closed shall be closed at the time requested by the office or site administrator.

- A. Keys which may be distributed at the beginning of each work period shall be returned to the appropriate supervisor at the end of each work period. Keys which will be required by the contractor and employees will be approved by each site and will be controlled by an individual named after the award of this contract. The contractor shall be responsible for the security and appropriate use of the keys which may be issued. The contractor shall be responsible for all costs associated with replacement and rekeying and any additional cost resulting, due to loss of keys.
- B. The contractor's personnel shall not allow any unauthorized persons in the school building. This includes children, friends, family, past employees, students after hours, and persons claiming to be staff without appropriate District identification.
- C. When it is determined that a building has been left unsecured due to the negligence on the part of the contractor, there will be a damage charge of \$20/hour, time determination being from when a District on-call person is notified until the building is secured again.
- D. To prevent staff schedules from presenting problems in securing the buildings, the majority of the custodial cleaning staff shall work night schedule at the following times:
 1. The week the teachers report back prior to the school year.
 2. All normal school days with students including Florida Keys Community College classes at Coral Shores High School and Marathon High School.
 3. The entire week after the student last day including any teacher work days.
 4. All sites and times where FKCC hosts evening classes during the summer.

IV. Cleaning supplies

- A. All cleaning supplies must meet the requirements of the following:
 1. State requirements for Educational Facilities (SREF)
 2. State EPA requirements.
- B. Cleaning supplies for daily cleaning shall be non-caustic.

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- C. The contractor shall maintain an onsite list of Safety Data Sheets for all products used. An additional copy shall be given to the school to keep in their SDS notebook.
- D. If pricing is equal the District has a preference for Green Certified cleaning products.
- E. Under no circumstances shall bleach or acid type cleaners be used in bathroom areas.
- F. In addition to cleaning chemicals the contractor shall provide other cleaning supplies as needed to perform the work in a safe and efficient manner. These items are non-durable cleaning items including but not limited to:
 - 1. PPE devices like gloves, masks, respirators, aprons, smocks, safety glasses and face shields.
 - 2. Brooms, mops, dust mops, mop heads, cleaning sponges, scrubbers, squeegees, cleaning pads, mop buckets.
 - 3. Dusters and extension poles to reach high areas.
 - 4. Consumables like propane for burnishers, belts, cleaning apparatus filters.
 - 5. Vacuum parts including belts, impellers, beater bars and cords.
 - 6. Parts and batteries for cleaning durable cleaning machines owned by the district.
 - 7. Plungers and hand snakes for clearing toilets.
 - 8. Hand tools for repairing custodial equipment and securing running water.
 - 9. Tools used by Custodians including drills/hammer drills, hand snake, plungers and hand tools that would be required to perform the duties described in this specification.
 - 10. Any and all items required to perform the duties in this specification in an efficient, professional, and workmanship like manner unless specifically indicated to be provided by the district.
- G. The school district is currently stocked with most durable cleaning apparatus required. Under this contract the contractor shall provide repair and replacement of this equipment based on the budget submitted. This contractor is required to provide all equipment needed to perform the tasks described in this request. Provide with your bid proposal a budget of durable equipment needs not to exceed \$25,000 per year. The District will agree to purchase the budgeted equipment throughout the year as needed. All provided equipment becomes the property of the District. The contractor is to provide all cleaning devices including but not limited to:
 - 1. Carpet extractors
 - 2. Rotary floor machines and floor auto scrubbers.

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3. Carpet and shop style vacuums.
 4. Floor burnishing machines.
 5. Custodial carts and trash haulers.
 6. Replacement trash cans.
 7. Replacement entry mats.
 8. Hand tools and cordless drill for Custodian repairs and repairs of equipment.
 9. Painting tools including brushers, rollers, frames, and trays for touch up painting.
 10. Ventilation and floor drying fans.
 11. Dehumidifiers for drying carpets.
- H. The contractor is to follow all District policies concerning property control. A running inventory shall be kept at all times. Annually or as requested by the District the contractor shall provide inventory records of District owned cleaning equipment. The contractor is to fully cooperate in District annual inventory procedures.

V. Paper, Plastic, and Other Consumable Products

In general this contractor will provide all paper products and plastic trash bags as outlined in this specification. In addition this contractor shall provide miscellaneous items for the Day Custodian as described below.

A. Provide other consumable products as follows:

1. Batteries for flush-o-meters, faucets and room clocks. Flush-o-meter batteries shall be replaced in early August and Christmas break at a minimum. Develop and use a log/check list to document locations and date of replacement. Submit this with invoicing of batteries purchased to validate replacement.
2. Waterless urinal cartridges for existing waterless urinals. Replace early August and Christmas breaks at a minimum. Develop and use a log/check list to document locations and date of replacement. Submit this with invoicing of cartridges purchased to validate replacement.
3. Various screws, anchors, nuts, bolts, nails, or other hardware needed for performing the custodian duties listed in this spec.
4. Replacement chair glides for school desks.

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5. The District will be responsible for providing touch up paint of the correct color and replacement ceiling tiles.
- B. The District has receptacles and dispensers in appropriate locations. The vendor may choose to use a more efficient product provided that they supply the appropriate dispensers in the appropriate locations. All new or different products must be cleared in writing by the Director of Maintenance. All dispensers shall be installed and replaced as needed by the vendor. All installed dispensers become property of the District once installed. Any cosmetic damage created in switching dispensers shall be corrected by the contractor within 30 days.
- C. Toilet paper shall be provided for each toilet facility in the district. This includes restrooms located in the cafeteria kitchens.
 1. The contractor is responsible for ensuring toilet paper is available at each dispenser at all times.
 2. Missing or damaged dispensers should be reported to the school office the day they are discovered. The office will generate a work order to have the dispenser corrected.
 3. The minimum quality standard for toilet paper is Georgia Pacific, Kimberly-Clark, Renown, Eco Soft, or equal, 500 sheets per roll, 2 ply. Toilet paper must meet the federal EPA guideline for post-consumer wastepaper content. The paper shall contain no pigments, inks, dyes or fragrances. The paper processing cannot have bleaching with chlorine or any of its derivatives.
- D. Paper towels shall be provided at all existing dispensers. Toweling shall be stocked to ensure towels are available for use at all times.
 1. Locations are as follows.
 - a. All bathrooms with a dispenser unless provided with an electric hand dryer.
 - b. All pre K – grade 3 classrooms.
 - c. All classroom sinks.
 - d. All shop and art rooms that have dispensers.
 - e. Cafeteria kitchen restrooms.
 2. Minimum quality shall be as follows
 - a. Paper towels must meet the federal EPA guideline for post-consumer wastepaper content.
 - b. They shall be 100% recycled fibers and shall have a minimum of 40% post-consumer wastepaper product.
 - c. The paper shall contain no pigments, inks, dyes, or fragrances.
 - d. The paper processing cannot have bleaching with chlorine or any of its derivatives.
 3. Plastic garbage bags are to be provided by the contractor to address the school garbage needs.

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- a. Coordinate with the Food Service Department to verify their needs for garbage bags.
- b. Include liners for feminine hygiene receptacles.

VI. Office and Storage Space

The contractor is responsible for providing their own office and storage needs. Current areas used for custodial services will remain available for the contractor including custodial office space. The preference is for storage of all supplies and equipment to be limited to these areas. If required the District will work with the contractor to provide additional storage off site at other District facilities. This space would be limited to less than 500 square feet per each of the three geographic areas (upper, middle and lower Keys). This storage would only be for items to be used under this contract.

- A. The District assumes no responsibility for items lost, stolen or damaged when stored on District property.
- B. District employees with the permission of the site administration or Maintenance administration may utilize all items stored on premises to address school cleaning needs.
- C. These spaces shall be kept clean, organized, and serviceable at all times.

VII. Cleaning Requirements

- A. During the School Year – During the evenings the schools are maintained in the 80's to conserve energy. Custodial staff will work in the maintained conditions.
- B. All cleaning activities shall be coordinated with the school office to avoid interruption to the school day and scheduled evening programs. Normal cleaning shall be scheduled for the period after school is released in the afternoon.

1. Daily:

- a. All trash removed from the school to school dumpsters.
- b. Remove recycling items to recycle bins by school dumpsters – break down all cardboard boxes prior to putting in the recycling bin.
- c. All bathroom mirrors, floors and fixtures cleaned and disinfected. This includes P.E. shower areas and any detached field bathrooms. Replace liners in all waste and feminine hygiene receptacles.
- d. Clear clogged toilets with plunger or hand operated toilet snake.
- e. Replace batteries in flush-o-meters and faucets if inoperable.
- f. Replace urinal cartridges as needed.
- g. Clean and sanitize water fountains.
- h. Stop running water at angle stop or service valve. Report via work order. During all shifts custodial staff must be able to secure running water.
- i. Resupply soap and toilet paper.
- j. Report broken or damaged items in building via School Dude work order.
- k. Bathroom ceilings, walls and partitions inspected and cleaned as needed.
- l. Remove graffiti daily.

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- m. Clean all dry erase and chalk boards unless noted with “DON'T ERASE” with a date.
- n. Sweep or dust mop classroom floors if tile, vacuum if carpet. Wet spot clean as needed.
- o. LVT floors shall be swept daily. Clean spills daily.
- p. Clean sliding door tracks daily to remove sand and dirt.
- q. Clean elevators daily including sills. Remove all finger and hand prints from the metal surfaces.
- r. Gym floors swept daily.
- s. Clean student desktops and door hardware.
- t. Coordinate the cleaning of teacher work area so as not to disrupt the teacher.
- u. Vacuum all door entry mats. Clean floor under mat.
- v. Clean stairs and areas under stairs.
- w. Police campus for litter.
- x. Sweep or blow off outside sidewalks, covered walkways, and patios as needed or as requested by the school.
- y. Rake playground mulch to level and fill low spots and clean poured in place playground surfacing.
- z. Athletic field bleachers shall be cleaned daily after an event. They may be cleaned as needed not to exceed weekly if only used for PE and practices.
- aa. Turn off school lights prior to leaving.
- bb. Check water meter after 9:00 p.m. to verify no running water. Record readings on District form. Report high daily flow via a work order. Lead or Day Custodian to investigate and remedy if possible the source of the high flow.
- cc. Verify all AC units have shut down and override switches are turned off.
- dd. Foreman or Lead checks school and completes school check list. Signed copy is left with office along with work order requests for damaged items noted daily. As an option the Lead Custodian may enter the Work Order Requests into School Dude directly.
- ee. Secure and lock school at the end of cleaning shift. Lock and unlock security gates as directed by the school office during the day.
- ff. Additional Facilities – The following facilities also need to be cleaned:
 - 1) Transportation/ Maintenance Facility (MM90) – Office areas only.
 - 2) Administrative Annex Facility (MM 89.9).
 - 3) Founders Park baseball restrooms and locker rooms. Starts January 1 and ends June 30.
 - 4) Tommy Roberts Memorial Stadium restrooms (year round).
 - 5) Rex Weech Field restrooms (year round).
 - 6) All indoor and outdoor bleachers are to be cleaned after each day after they are used.
- gg. Coordinate with the Food Service Department on needs for cleaning during meal times. From the serving line out into the dining room is to be covered in this contract. Provide a separate price for each school for this work. The price shall be based on 4 hours per day. This includes:
 - 1) Table and floor cleaning after each meal in dining area.
 - 2) Removing dining trash out of cafeteria/kitchen and into the dumpster.

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- 3) Mopping the dining area after the last meal is served including afterschool or dinner meals that are part of the School Food Service program.
- 4) Cafeteria is to be left clean each night ready for the next day.

2. Weekly:

- a. Replace trash can liners. This must be done daily if food or drink is present.
- b. Clean white board trays.
- c. Dust classrooms including technology like computers, printers, and phones.
- d. Damp clean window sills and frames.
- e. Power scrub bathroom floors
- f. Mop classroom tile floors and clean baseboards.
- g. Power scrub LVT hallways, open spaces, and gym floors and clean associated baseboards.
- h. Interior and exterior door sills and thresholds shall be cleaned.
- i. Spray and buff or burnish vinyl tile floors to restore sheen in lobbies, halls, pods, and common areas.
- j. Dust mop gym floors.
- k. Damp mop LVT floors with manufacturer approved cleaners only.
- l. Sweep or blow off all exterior walkways.
- m. Deep clean poured in place playground fall zone surfacing per manufacturer's instructions.
- n. Clean school windows, lights, fans and other features up to 26' high. This is based on the use of a 14' step ladder yielding a worker height of 16' plus the use of a 10' extension pole with duster.
- o. Replace burned out fluorescent and incandescent light bulbs in ceilings up to 18' high. Custodians must be capable of working safely from step ladders up to 14' in height. The contractor is to provide bulbs that are 41,000 K color temperature. Lights that vary from that color temperature are not acceptable. Lights must be matched to the ballast of the fixture. LED luminaries are not included in this contract and will be addressed by the maintenance department.
- p. Provide, check and repair chair glides.
- q. Clean bleachers, removal all trash, sweep, mop, and clean floor underneath.
- r. Email or fax water readings to District Maintenance office.

3. Monthly:

- a. Clean AC vents, pendant lights, and other elevated features. If over 18' use dusters with extension poles to clean. Include cafeteria kitchens. Coordinate access with cafeteria managers.
- b. Restore worn or dirty areas in tile floors.
- c. Remove gum on sidewalks, courtyards and walkway covers.
- d. Remove trash from top of walkway covers.
- e. Deep clean bathroom floors.
- f. Dust all walls.
- g. Clean walk off carpets and mats with an extractor. Dry thoroughly before replacing.
- h. Clean all student desk and chair surfaces.

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- i. Clean security camera lenses. Blow off loose dirt and debris with canned air, wipe with microfiber towel, then clean with microfiber towel wetted with CCTV lens cleaner.
 - j. Clean and organize custodial closets and receiving areas.
- 4. Winter and Spring Breaks:
 - a. Refinish VCT areas that are worn or dirty and have lost sheen.
 - b. Clean LVT flooring per manufacturer's written instructions.
 - c. Clean and extract carpets per manufacturer's specifications.
 - d. Pressure wash exterior windows.
 - e. Pressure wash entry ways and exterior walkway areas.
 - f. Replace all urinal cartridges during Winter Break.
- C. Summer Cleaning – During the summer school areas are air conditioned in the 80's to conserve energy. Custodial staff will work in the maintained conditions. Submit school by school plans that indicate dates and areas to be cleaned. Review with school, maintenance, and IT departments. Plans should show work on a week by week breakdown. Each Monday during the summer update based on the prior week's progress.
 - 1. Continue normal service for summer programs including:
 - a. Summer school
 - b. FKCC classes
 - c. School programs like CAMP
 - d. Adult Education
 - e. School offices
 - f. 12 month departments like Maintenance, Transportation and Administration.
 - g. These areas shall be deep cleaned after the summer term.
 - 2. Remove all furniture from classrooms except computers and computer tables. These may be carefully moved but not disconnected.
 - a. Rooms are not to be emptied until cleaning process is ready to start.
 - b. Do not empty an area that is not set for cleaning within the next three days.
 - 3. Clean furniture including removal of gum and graffiti.
 - 4. Clean ceilings, light fixtures, AC vents and fans.
 - 5. Deep clean high areas removing all dust.
 - 6. Wash/clean walls. Note areas needing maintenance painting and submit to school office for work order submittal.
 - 7. Clean all chalk and white boards.
 - 8. Carefully clean computers and computer tables without disconnecting them.

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9. Clean all permanent fixtures and furniture.
 10. Clean LVT flooring per manufacturer's written instructions.
 11. Strip and refinish VCT floors
 - a. Apply adequate coats of finish to last through Winter break as a minimum.
 - b. Burnish all floors to a deep glossy shine.
 - c. Use ventilation fans during the stripping and burnish stages to remove fumes.
 - d. Use signage and caution tape to maintain a safe work area.
 12. Clean and extract all carpet floors.
 - a. Spot clean heavy stains.
 - b. Use fans and dehumidifiers to dry carpet to prevent souring. Fans are located in each area. Dehumidifiers are checked out from the maintenance department via work order.
 13. Return furniture to classroom. Arrange the furniture the way it was found before cleaning.
 14. Pressure wash exterior walkway areas, patios, and entry ways.
 15. Deep clean cafeteria kitchen and CTE kitchen including walls, floors, and equipment exterior surfaces.
 16. Unoccupied storage rooms, mechanical room, electrical rooms, elevator equipment rooms, IDF/MDF computer rooms are only cleaned annually.
 - a. Coordinate with school office prior to the end of the school year on storage rooms that are inaccessible due to the amount and manner of stored items.
 - b. Provide a list of these rooms that the school agrees will not be cleaned during the summer. This list is to be given to the Director of Maintenance prior to the end of the school year.
 17. Replace all waterless urinal cartridges in August just prior to the beginning of the school year.
 18. Put fresh batteries in all battery powered flushometers in August just prior to the beginning of the school year,
 19. Gym floor shall be deep cleaned by dust mops and spot cleaning as required. All trash removed from bleacher areas.
- D. Evaluation of cleaning services – Evaluations will be performed quarterly. Three will cover the normal school year and one will cover the summer cleaning program. The evaluations will include one or more managers from the Maintenance Department. The contractor shall also send a management level representative to the evaluation. The decision of the Maintenance

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Department's manager is final. The evaluation process will utilize spot checking to verify the cleaning activities listed in this specification. Each site will receive an "A" through "F" letter grade on the conditions found.

1. A – Excellent
2. B – Acceptable
3. C – Improvement in some areas needed. The school is to be brought up to a "B" by the next inspection cycle.
4. D – Improvement from a "C" grade not noted or improvement needed in many areas. A written improvement plan shall be submitted within 5 working days. Monthly instead of quarterly progress inspection will commence. A 3% damage fee will be deducted from each monthly bill for months receiving a grade of "D".
5. F – Gross failure to meet the requirements of the contract or failure to improve from a "D" rating within 30 days. Immediate change required to prevent cancellation of the contract agreement. Progress inspections will be performed every other week. A 7% damage fee will be deducted from each monthly bill with an "F" grade. If the school is not brought up to a "C" during the next 30 days procedures for terminating the contract will begin.

VIII. Special Activities

Schools have special activities beyond the routine day. These activities often require the help of custodial services. The following are the requirements of this contract.

- A. The contractor shall be responsible for clean up after all school/site activities including but not limited to sporting events, parent/school meetings, school fundraising activities, and School Board meetings. The contractor shall not be responsible for community functions and facility rental from groups not directly a part of the school's activities unless specifically listed in this document. Weekend or night time use of the school by an outside entity shall be as described below.
 1. Examples of non-school events are: health fairs, utility board meetings, and fine arts performances or and club, organization or group that is not part of a school-based program.
 2. These events often require the services of one or more custodians to handle the trash and bathroom needs of the event. This contractor shall make staff available and shall contract with these entities directly for custodial services.
 3. If the event occurs on a normal cleaning day and concludes with more than half of the cleaning shift left, the contractor shall clean the utilized space as part of the normal daily cleaning. No additional fees can be charged to the District or the utilizing entity.
 4. The contractor shall provide hourly pricing for these services in their proposal. This pricing should be the same as charged for school activities plus applicable overtime rates. The

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contractor is required to make staff available at these prices to address the non-school usage.

5. The contractor will contract and invoice these activities separately to the group using the space.
 6. The contractor may require an advance deposit of up to 30% of the anticipated costs. Please notify the site manager if arrangements for cleaning contract and deposit payment cannot be arranged prior to an event.
 7. The facility is to be left ready for the next scheduled school day so as to not interrupt the educational process.
- B. Typical events to be covered at no additional cost. This list is meant to be representative of the type and level of events to aid in accurate pricing. It will vary from year to year.
1. Any school athletic competition event.
 2. Cleanup at weekend Sporting events for High School play. Common for KWHS and MHS baseball.
 3. CSHS - Summer gym usage including Village of Islamorada one week.
 4. Basketball open gym evenings during the school year as coordinated with the school office.
 5. Volleyball open gym 4-6 weeks during summer break at high schools.
 6. CSHS - Youth football on Saturdays late August through November. Requires Monday morning cleanup.
 7. CSHS - Youth Basketball in gym on Saturdays November through February. Requires Monday morning cleanup.
 8. Ms. Coral Shores, one weekend in auditorium at CSHS
 9. Club Baseball at TRMS various seasons runs year round.
 10. Fish fries, festivals, fundraisers, and pageants put on by the school.
 11. School theater and music productions.
- C. Possible and typical examples of Non-School events that would require contracted services. For these events this contractor will contract with the entity using the school directly based on the pricing submitted in this proposal.
1. Use by FKEC for Annual Meeting Picnic.
 2. Auditorium usage by an outside dance or music business.

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3. Auditorium usage for non-school theater or concert events.
 4. Auditorium and facility usage for non-school seminars or training.
 5. Auditorium and facility usage by Church or Religious organizations.
 6. Any school facility leased for use by a for profit organization.
 7. Any school facility leased by an outside not for profit organization.
- D. Storm Preparation – Custodial personnel are needed to help in preparation for a storm event. They often continue to work helping the office prepare even after the teachers have been released. Custodial service shall be provided up to the time Monroe County Emergency Management calls for a mandatory evacuation of residents or until the Superintendent releases them. The District shall not be billed for days the custodial services are not provided due to storm activities. The duties they perform include but are not limited to:
1. Securing loose trash cans and yard furniture by bringing it inside.
 2. Securing any item that could cause damage on the campus. Items like pallets, milk boxes, and work tables shall be brought inside the adjacent room.
 3. Covering computers with garbage bags if requested by the school. Often done in older buildings.
 4. Verifying all doors and windows are closed and properly latched.
 5. Working with and assisting Maintenance Department personnel in securing accordion hurricane shutters (if applicable).
 6. The District may require 12 hour days during preparation efforts. Time beyond the standard 8 hour work day will be at 1.5 times the normal rate and should be billed separately.
 7. The district will consider the safety of custodial employees and will release them from work to avoid traveling in dangerous conditions in their home areas.
 8. General daily cleaning if time allows.
 9. All shelters shall be provided with a custodian up to the time a mandatory evacuation is issued. This custodian is to keep restrooms clean and stocked with paper products, assist with trash collection in the shelter and clean up shelter area in case of sickness.
- E. Storm Recovery – Once the mandatory evacuation is lifted and residents are allowed to return, custodial services shall begin again. Activities may include:

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1. Assist with the clean out of cafeteria kitchen coolers and freezers. This is a priority at each site where power was lost. Proactively coordinate with School Food Service to accomplish this.
 2. Assist with removal of debris from damaged or flooded buildings.
 3. Assistance in drying flooded buildings using wet vacs, push brooms, squeegees, fans, and dehumidifiers.
 4. Cleaning and disinfecting flooded areas where cleaning is the only correction needed.
 5. Assistance in picking up brush, branches, and debris on properties.
 6. The District may require 12 hour days during recovery efforts. Time beyond the standard 8 hour work day will be at 1.5 times the normal rate and should be billed separately.
 7. General daily cleaning or assistance at other sites if no damage is noted.
- F. Cleaning services are required for approximately 254 days per year for office and support areas. The normal school year is 196 days. Extensive summer school sessions may be held at some sites. The normal Monday through Friday activities of the Adult Education, Take Stock in Children and FKCC programs shall NOT be considered special programs. Please see the District website for the official calendar.

IX. Awarded vendor will adhere to the following provisions:

- A. Jessica Lunsford Act – Florida Statutes 1012.32-Qualifications of personnel
- B. Protest Procedures – Chapter 120, FL Statutes
- C. Buy American – 7 CFR Part 210.21
- D. Energy Policy and Conservation Act – 42 U.S.C. 6201
- E. Equal Employment Opportunity – Executive Order 11246, as amended by Executive Order 11375
- F. Debarment and Suspension – The prospective bidder certifies, by submission and signature of this bid that the bidder complies fully with the Federal Debarment Certification regarding debarment suspension, ineligibility and voluntary exclusion. As required by Executive Order 12549 and implemented at 34 CFR, part 85, as defined at the 34 CFR part 85, sections 85.105 and 85.110-(ed80-0013)
- G. Funding Agreement (Rights to Inventions) - 37 CFR Part 401
- H. Drug Free Workplace – Required by regulation implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988

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- I. Retention Requirements for Records – Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of 3 years from the date of submission of the final expenditure report
- J. Discounts, Rebates, and Credits – All goods, services, or monies received as the result of any equipment or USDA Foods rebate shall be credited to the SFA's nonprofit food service account
- K. Hold Harmless and Indemnification – The contractor agrees to release, discharge, indemnify, defend, and hold harmless the district, its employees and agents for all illness, injury or damage to persons or property that may arise out of the activities covered under this agreement, including the transportation, distribution, use of consumption of food items, irrespective of any negligence on the part of the district
- L. Civil Rights – Title VI of the Civil Rights Act of 1964, as amended; USDA regulations implementing Title IX of the Education Amendments; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; 7 CFR parts 15, 15a, 15b; and FNS Instruction 113-1
- M. Prohibition of Gratuities – No employee of SFA has or shall benefit financially or materially from such bid or subsequent contract
- N. Allow for Audit of Records – Allow for the audit, examination, excerpt, and transcription of records that are pertinent to the contract by the USDA, the Comptroller of the United States, TDA, and their authorized representatives
- O. Termination for Cause and Convenience – Contract may be terminated for any reason by either party upon thirty days written notice to the other party
 - 1. If terminated, MCSD will be relieved of all obligations under the contract and MCSD will only be required to pay that amount of the contract actually performed to the date of termination with no payment due for unperformed work or lost profits
 - 2. Either party may terminate upon breach by the other party of any material provision of the contract, provided such breach continues for 15 days after receipt by the breaching party of written notice of such breach from the non-breaching party
 - 3. MCSD may terminate the contract immediately upon written notice to contractor (to be effective upon contractors/individuals receipt of such notice) upon occurrence of any of the following:
 - a. Denial, suspension, revocation, termination, restricting, relinquishment or lapse of any license or certification required to be held by the contractor, or of any company/individual staff's professional license or certification in the State of Florida
 - b. Conduct by contractor or any company/individual staff which affects the quality of services provided to the SB or the performance of duties required hereunder and which would, in the School Board's sole judgement, be prejudicial to the best interest and welfare of the School Board and/or its students
 - c. Breach by contractor or any company/individual staff of the confidentiality provisions of the contract or the Family Educational Rights and Privacy Act (FERPA)

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- d. Failure by contractor to maintain the insurance required by the terms of the contract
- P. Recovered Materials – Solid Waste Act 2 CFR 200.322
- Q. Contract Work Hours and Safety Standards Act – 29 CFR, 40 U.S.C. 3702 & 3704
- R. Byrd Anti-Lobbying Amendment – 45 CFR 2543.87, 31 U.S.C. 1352
- S. Clean Air Act – 42 U.S.C. 7401-7671q
- T. Water Pollution Act as amended - 33 U.S.C. 1251-1371
- U. Certification of Independent Price Determination – Non-Collusion Statement – Prices in the bid or proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition
- V. Billing – Bills for fees or compensation under the contract shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof

X. Awarding

- A. Vendors may choose to submit proposals for one, two, or all geographic areas.
- B. Pricing will be analyzed area by area. The District reserves the right to award by geographic area (Key West, middle, upper keys) or District-wide to one vendor if it is viewed by the selection committee that it would be in the best interest of the District.
- C. Credit can be given for where a proposal exceeds the specification requirement. Points will be deducted for areas that are not covered or omitted.
- D. The Selection Committee will review all complete proposals and then rank the firms using the matrix below:

1. Pricing – 30 points max

Price will be compared to services being proposed. If one vendor meets our specifications with the lowest price and another exceeds specifications with a slightly higher price they could receive equal scoring.

2. Program Structure – 50 points max

Program Structure compares the proposal response to the RFP requirements including how well the proposal meets/exceeds the needs identified and the program (services, products, training, employee relations, etc.). Some examples are:

- a. How proposal meets/exceeds the specified cleaning requirements
- b. Staffing levels, substitutes, Lead and Day Custodian
- c. Supplies, materials and equipment compliance

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- d. Contractor quality assurance evaluating management tools used
- e. Proof of training programs for employee safety and cleaning technique
- f. Proposal items that exceed our minimum specification that add value to the District's goals
- g. Transition plan feasibility

3. Company Capability/ Performance History – 20 points max

This category is to verify that a company can perform the work described in their proposal. For example:

- a. Company size relative to work quoted
- b. Documentation of sound financial standing
- c. Licensing / Insurance
- d. Customer references for work of comparable size/type

- E. If the number one spot is unanimous then the committee can make the motion to rank without formal interviews. If the committee feels that a formal interview process is necessary to obtain the information needed to complete the ranking, formal interviews of the top vendors will be conducted. After such time, the vendors will be ranked on a scale of 1 to 10 (high to low).

XI. Proposal Layout – Documents Required

Tabs shall be used to divide the proposal into sections as follows.

- A. **Tab 1** – Company introduction and overview. Answer the question why your company is the best selection for our custodial services? (two pages max)
- B. **Tab 2** – Documentation of ability to perform required work:
 - 1. Description of company size
 - 2. Evidence of financial standing and longevity
 - 3. Copy of business licenses
 - 4. Copy of certificate of insurance
- C. **Tab 3** – Proposal pricing documents (Appendix A).
- D. **Tab 4** – Bid package with all necessary signatures. Include local preference documentation in this section if applicable.
- E. **Tab 5** – Staffing level by school. In a separate narrative describe the logic behind how your staffing level was established and how you feel it is the correct number for the job. Describe your research into the local job market and how you will maintain the desired staffing numbers. Provide salary ranges for each on site position in your proposal.
- F. **Tab 6** – Description of cleaning program. How does your company plan to meet the cleaning criteria of Section VII. Cleaning Requirements. Include proposed list of chemical cleaning supplies.

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- G. **Tab 7** – Transition Plan narrative.
- H. **Tab 8** – Quality control, benchmarking, and feedback programs. Provide examples of inspection tools, checklists, and other management tools and their successful implementation. Include how attendance will be reported to the district and invoicing adjusted if short.
- I. **Tab 9** – Training programs. Provide examples of training given before the custodian begins work and follow-up training.
- J. **Tab 10** – Customer references as specified (Appendix B). Include ALL current Dade, Broward, and Monroe County customers. Additional south Florida references from other counties may be added at the vendor's discretion.

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PRICING SHEETS - APPENDIX A

Vendor Name: _____

Location Name & Address	Mile Marker #	Annual Services without Cafeteria	Annual Cafeteria Services	Total
UPPER KEYS AREA				
Key Largo School 104801 Overseas Hwy Key Largo, FL 33037	105	\$	\$	\$
Coral Shores School 89901 Overseas Hwy Tavernier, FL 33070	90	\$	\$	\$
Plantation Key School 100 Lake Rd Tavernier, FL 33070	90	\$	\$	\$
Administration Annex, Maintenance, and Transportation 90050 Overseas Hwy Tavernier, FL 33070	90	\$	N/A	\$
UPPER KEYS AREA GRAND TOTAL				\$
Location Name & Address	Mile Marker #	Annual Services without Cafeteria	Annual Cafeteria Services	Total
MIDDLE KEYS AREA				
Marathon School 350 Sombrero Beach Rd Marathon, FL 33050	50	\$	\$	\$
Stanley Switlik School 3400 Overseas Hwy Marathon, FL 33040	48.7	\$	\$	\$
Sugarloaf School 255 Crane Blvd Sugarloaf Key, FL 33042	20	\$	\$	
MIDDLE KEYS AREA GRAND TOTAL				\$

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Vendor Name: _____

Location Name & Address	Mile Marker #	Annual Services without Cafeteria	Annual Cafeteria Services	Total
KEY WEST AREA				
Gerald Adams School 5855 W College Rd Key West, FL 33040	4	\$	\$	\$
Poinciana School 1407 Kennedy Dr Key West, FL 33040	KW	\$	\$	\$
Key West High School / Sigsbee 2100 Flagler Ave / 939 Felton Rd Key West, FL 33040	KW	\$	\$	\$
Key West High School - Tommy Roberts Memorial Stadium / Rex Weech 1200 Glynn R Archer Dr Key West, FL 33040	KW	\$	N/A	\$
Horace O'Bryant School 1105 Leon St Key West, FL 33040	KW	\$	\$	\$
Reynolds School 1316 Reynolds St Key West, FL 33040	KW	\$	N/A	\$
Administration/Transportation / Adult Education 241 Trumbo Rd/927 Eaton St Key West, FL 33040	KW	\$	N/A	\$
Maintenance Building 1310 United St Key West, FL 33040	KW	\$	N/A	\$
KEY WEST AREA GRAND TOTAL				\$

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Vendor Name: _____

ANNUAL ESCALATION RATES	
Year 2	\$
Year 3	\$
Year 4	\$
Annual equipment budget:	\$
Charge for additional space in 15,000 sq. ft. increments	\$
Deduction to remove space in 15,000 sq. ft. increments	\$

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REFERENCE FORM - APPENDIX B

Provide references from ALL current Dade, Broward, and Monroe County customers you have provided similar services to. Additional South Florida references from other counties may be added at the vendor's discretion. Attach additional copies as needed.

Reference

Organization Name: _____ Telephone # _____

Contact Name: _____ Email Address: _____

Scope of Work Provided: _____

Project Dollar Value: _____ Present Contract Status: _____ Contract Dates: _____

Reference

Organization Name: _____ Telephone # _____

Contact Name: _____ Email Address: _____

Scope of Work Provided: _____

Project Dollar Value: _____ Present Contract Status: _____ Contract Dates: _____

Reference

Organization Name: _____ Telephone # _____

Contact Name: _____ Email Address: _____

Scope of Work Provided: _____

Project Dollar Value: _____ Present Contract Status: _____ Contract Dates: _____

Authorized Representative's Signature _____ Date: _____

Name (Printed) and Title: _____

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SQUARE FOOTAGE - APPENDIX C

Location	Building	2019 Dec FISH GSF	Included in this contract	Site GSF	Minimum Custodians at 1 per 26000 SF
CSHS	1	78,916	78,916		
CSHS	2	66,572	66,572		
CSHS	3	14,600	14,600		
CSHS	4	41,812	41,812		
CSHS	5	23,388	23,388		
CSHS	6	1,436	1,436		
CSHS	Founders Park Restrooms *6 months/year	800	800		
CSHS	Sub Total	227,524	227,524	227,524	9
KWHS	1	64,208	64,208		
KWHS	2	28,728	28,728		
KWHS	3	28,251	28,251		
KWHS	4	111,218	111,218		
KWHS	5	16,852	16,852		
KWHS	16	4,112	4,112		
KWHS	17	10,493	10,493		
KWHS	Sub Total	263,862	263,862	263,862	10
HOB	1	17,871	17,871		
HOB	2				

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		63,524	63,524		
HOB	3	8,761	8,761		
HOB	4	13,669	13,669		
HOB	5	9,765	9,765		
HOB	6	40,723	40,723		
HOB	7	18,750	18,750		
HOB	8	14,442	14,442		
HOB	9	627	627		
HOB	Sub Total	188,132	188,132	188,132	7
MHS	14	911	911		
MHS	1000	14,913	14,913		
MHS	2000	51,535	51,535		
MHS	3000	25,727	25,727		
MHS	4000	25,910	25,910		
MHS	5000	28,720	28,720		
MHS	6000	24,559	24,559		
MHS	7000	46,794	46,794		
MHS	8000	173	173		
MHS	Sub Total	219,242	219,242	219,242	8
PON	1	90,997	90,997		
PON	Sub Total	90,997	90,997	90,997	3
SIG	Ties Building	1,200	1,200		

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TRMS	Baseball Bathrooms *seasonal	800	800		
TRMS	Baseball Bleachers *seasonal	3,920	3,920		
TRMS	Baseball Dugout *seasonal	520	520		
TRMS	Football Bathrooms *seasonal	534	534		
TRMS	Football Locker Rooms *seasonal	2,709	2,709		
TRMS	Football Bleachers *seasonal	14,694	14,694		
TRMS	Sub Total	24,377	24,377	24,377	1
SUG	1	84,501	84,501		
SUG	2	15,351	15,351		
SUG	3	24,608	24,608		
SUG	4	17,527	17,527		
SUG	5	5,517	5,517		
SUG	6	14,755	14,755		
SUG	7	6,798	-		
SUG	8	1,552	1,152		
SUG	9	12,593	-		
SUG	10	4,135	-		
SUG	11	2,041	1,430		
SUG	Sub Total	189,378	164,841	164,841	6
SWT	Portables	14,832	14,400		
SWT	Fall 2020 *added space	60,192	58,393		
SWT	2	15,261	15,261		

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SWT	3	29,637	29,637		
SWT	20	2,162	2,162		
SWT	21	887	-		
SWT	Sub Total	122,971	119,853	119,853	5
KLS	1	110,943	110,943		
KLS	4	29,437	29,437		
KLS	5	15,633	15,633		
KLS	6	13,368	13,368		
KLS	7	9,888	9,888		
KLS	8	5,484	5,484		
KLS	9	1,120	1,120		
KLS	11	18,960	18,960		
KLS	Sub Total	204,833	204,833	204,833	8
GAE	NEW Campus	106,000	106,000		
GAE	Sub Total	106,000	106,000	106,000	4
PKS	NEW Campus	106,877	106,877		
PKS	Sub Total	106,877	106,877	106,877	4
MAINT	KW	25,366	6,034		
MAINT	UK BLDG1	4,031	-		
Admin	UK Annex	2,296	2,296		
MAINT	UK Trailers	1,023	1,023		
Admin	Warehouse1	13,243	-		

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Admin	Warehouse2	12,393	-		
Admin	Offices 3	29,370	29,370		
Trans	Trans 4	2,436	-		
Trans	Trans 5	4,228	4,228		
Trans	Trans 6	7,752	-		
Key West Adult Ed	927 Eaton St	1,619	1,619		
Reynold	1	5,796	5,796		
Reynold	2	4,272	1,460		
	Sub Total	113,825	51,826	51,826	1
TOTAL				1,768,364	67

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GENERAL INFORMATION

A. INTRODUCTION

The School Board of Monroe County, Florida, hereinafter referred to as the "School Board" will accept sealed proposals from any responsive and responsible proposer as specified herein. Following is a tentative calendar:

B.

CALENDAR OF EVENTS RFP 2019914		
DATE:	TIME (ET):	ACTION:
February 7, 2019	8:00 AM	Release Solicitation
February 7, 9, 2019	Publication	Notice of Solicitation /Bid Opening
February 19, 2019	9:00 AM	Upper and Middle Keys Mandatory Walk Through (Open to Public – Key Largo School, 104801 Overseas Hwy, Key Largo, FL 33017)
February 20, 2019	8:00 AM	Key West Area Mandatory Walk Through (Open to Public – MCSD Administration Bldg. 241 Trumbo Road, Key West, FL 33040)
February 28, 2019	5:00 PM	Last day for submission of written questions to MCSD
March 4, 2019	5:00 PM	Last day for MCSD to post answers to questions
March 13, 2019	9:00 AM	Proposal Due/Bid Opening (Open to Public – MCSD Administration Bldg. 241 Trumbo Road, Key West, FL 33040)
March 26, 2019	9:00 AM	Short List Interviews (Open to Public – MCSD Administration Bldg. 241 Trumbo Road, Key West, FL 33040)
March 26, 2019	5:00 PM	Recommendation to Award
April 23, 2019	3:00 PM	Board Meeting (Open to Public – Marathon High School, 350 Sombrero Beach Road, Marathon, FL 33050)

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C. SUBMISSION REQUIREMENTS

All proposals must be submitted in sealed envelopes bearing on the outside the label provided on page 2 of this solicitation package. This includes: name of the Proposer and RFP 2019914 - Custodial Services. The proposal must be signed by a person(s) legally authorized to conduct business in the name of the Proposer.

The name, office address, e-mail address and office telephone number of the representative designed to serve as a liaison with the School Board must be included. Proposals received, which are at variance with these instructions, may not be given further consideration.

One (1) original, four (4) copies, and one (1) electronic copy (PDF format – single file) of the proposal package must be submitted no later than March 13, 2019 at 9:00 AM to:

Monroe County School District
Administration Building - Internal Services Department / Purchasing Division, Room 119
241 Trumbo Road
Key West, Florida 33040

D. CONDITIONS AND LIMITATIONS

a) The School Board reserves the right to reject any and all proposals, to waive any irregularities or informality, and to accept or reject any items or combination of items.

b) The School Board may consider all proposals and reserves the right to award the contract(s) in the best interest of the School Board.

c) A proposal may not be withdrawn before the expiration of ninety (90) days after the proposal due date.

d) The School Board will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and per diem costs incurred.

e) Proposer acknowledges that all information contained within their proposal is part of the public domain as defined by the State of Florida Public Records Law.

f) Proposers, their agents and/or associates shall refrain from contacting or soliciting any official of the Monroe County School District or School Board member regarding this proposal during the selection process. Failure to comply with this provision may result in disqualification of the proposer.

g) The proposal and the related responses of the selected proposer will by reference become part of the formal agreement between the selected proposer and the School Board.

h) The School Board and the selected proposer(s) will negotiate a contract or contracts as to terms and conditions. In the event an agreement cannot be reached with the selected proposer in a timely manner, the School Board reserves the right to select an alternative proposer.

i) Cancellation: In the event the proposer violates any of the provisions of this proposal, the Superintendent shall give written notice to the proposer stating the deficiencies and unless deficiencies are corrected within five (5) days, recommendations will be made to the School Board for immediate cancellation. The School Board reserves the right to terminate any contract resulting from this proposal at any time for any reasons, upon giving thirty (30) days prior written notice to the other party.

j) Non-Discrimination: There shall be no discrimination as to race, sex, color creed, or national origin in operations conducted under this contract.

k) Selling, Transferring or Assigning Contract: No contract awarded under these terms, conditions and specification shall be sold, transferred or assigned. In the event that the Proposer to which the contract is awarded merges with another entity, the School Board has the option to remain with the new institution or cancel the contract by giving 120 days advance written notice to the institution.

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E. INSURANCE REQUIREMENTS

Comprehensive General Liability - with minimum occurrence limits of \$1,000,000 and General Aggregate of \$2,000,000 (Should limits of \$1,000,000 be prohibitive due to exposure or availability, \$500,000/\$1,000,000 may be sufficient). The liability policy will need to include an Additional Insured endorsement naming the Monroe County District School Board.

Commercial Auto Coverage - with minimum combined single limit of \$1,000,000 (Should \$1,000,000 be prohibitive due to exposure of availability, \$500,000 may be sufficient).

Workers Compensation - Statutory limits and Employers Liability \$100,000 /500,000/100,000. Note, if the contract is with a sole proprietor with no employees, he/she may not have Workers Compensation and may not be required by the state of Florida to carry this coverage. If this is the case and you decide to waive the WC requirement, we recommend that the District specifically include a disclaimer in the contract describing the status as an Independent Contractor and a sole proprietor with no employees and confirming that the District would not be responsible for providing Workers Compensation coverage for any work related injury or illness.

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GENERAL TERMS & CONDITIONS

1. PREPARATION OF PROPOSALS:

- a) **Bidder's Liability:** Respondents are expected to examine the specifications and all special and general conditions, requirements, and instructions. Negligence on the part of the respondent to make the necessary examinations and investigations, visit appropriate site locations and become familiar with ALL locations covered under this solicitation, or failure to fulfill, in every detail, the requirements of the contract documents, will not be accepted as a basis for varying the requirements of the district or for paying additional compensation to the contractor. Failure to do so is at the contractor's risk.

Failure to follow the instructions contained in the solicitation for completion of a solicitation response is cause for rejection of a proposal.

- b) **Submittal of Proposals: PROPOSALS SHALL BE SUBMITTED IN A SEALED ENVELOPE.** The return address label provided with your solicitation invitation packet should be affixed to the outside of your envelope identifying it as a **sealed proposal**. **Submit proposals in an envelope separate from any express mail or courier envelopes, as those will be opened and discarded.** Any company not responding to this request with either a proposal or a "NO BID" *may be removed from the active broadcast list*.

- c) **Receipt of Proposals:** The Internal Services Department / Purchasing Division is not responsible for timely delivery of the U.S. or private courier mail. The Respondent is responsible to allow adequate mailing time, including time for interoffice mail delivery, or to take appropriate alternative steps to ensure that their proposal is delivered to the **Internal Services Department / Purchasing Division** by the specified due date and time.

LATE PROPOSALS WILL NOT BE OPENED.

- d) **Minimum Required Documents:** The following documents must be returned with your proposal to be considered responsive:

- i) Completed and signed **Invitation Package**
- ii) Completed **Proposal** form(s)
- iii) Certificate of Insurance

- e) **Forms:** All proposals must be submitted on and comply with the proposal forms provided. If additional space is required, the respondent may submit an attachment which will become part of the proposal response. The Invitation Package **must** be signed by the owner or authorized officer/agent of the company submitting a proposal or the proposal will be rejected. Facsimile (FAX) or email proposals will not be considered.

- f) **Quoted Prices:** Prices are to be submitted in accordance with the quantities required, which appear in the solicitation invitation. Unit prices will prevail over extended totals whenever the extended amount is in conflict with the estimated quantity (x) the unit price. When a total group price of two or more distinct items is requested, the Internal Services Department / Purchasing Division reserves the right to verify mathematical extensions and totals, correct extensions and totals if necessary and recommend an award based upon the overall group total.

- g) **Freight Terms:** All items are to be proposed **FOB destination** with all transportation charges prepaid and included in the proposal prices and title transferring to the district at the time of delivery, unless otherwise stated in solicitation. Any exceptions to these freight terms taken by the respondent must be clearly stated in the respondent's proposal. The Internal Services Department / Purchasing Division will evaluate any such exceptions and determine if the exception constitutes grounds for rejection of the respondent's proposal.

- h) **Item Specifications:** Specifications in this document may reference specific manufacturers' products and list their model or part numbers, followed by the words "or equal" or "approved brands". Unless the words "only" or "No Substitutes" is used in place of "or equal", these references are intended to establish a quality and performance standard only. Anything listed, herein, of a proprietary nature is done so without express knowledge or intent to exclude other manufacturers' products from consideration.

i) The term "*No Substitutes*" or "*Only*" may be used when compatibility with other articles or materials is required or if standardization is desired.

ii) Any item proposed as an alternate which lacks sufficient descriptive literature or technical information to enable a complete comparative analysis, may prevent its consideration.

iii) If the respondent does not clearly state in their proposal that an item proposed is an alternate to that specified, the respondent must furnish the specified item upon receipt of a purchase order or else be declared in breach of contract.

- i) **Insurance Certificate:** When an insurance certificate is required, detailed specifications for this insurance will be included in the Insurance Requirement section of the solicitation.

- j) **Product Certification:** When product certification is requested, the respondent must submit a signed, notarized affidavit along with their proposal attesting that the item meets all specifications requested.

- k) **Proposal Organization:** Respondents are expected to organize their proposals in such a manner as to facilitate the evaluation process. Proposals should be keyed or indexed to correspond with this solicitation. Responses should be

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correlated to the specific Submittal, Criterion, Section or Paragraph Number of the **Competitive Solicitation** or **Request for Proposal** being addressed. District staff will make a reasonable effort to locate information in the proposals; however, failure to follow this suggested format may make location of critical submittal information difficult, possibly resulting in a loss of appropriate point credit or complete rejection of your proposal.

2. INQUIRIES/INFORMATION: Any questions by prospective respondents concerning requirements of this solicitation should be addressed by e-mail to Jessica.Bailey@KeysSchools.com. The Internal Services Department / Purchasing Division will assist vendors and facilitate questions to the appropriate individuals as deemed necessary. Requests for interpretation of the solicitation or additional information should be communicated to the Internal Services Department / Purchasing Division by e-mail prior to the "Last Day for Submission of Written Questions" period listed on the Calendar of Events. Vendors are encouraged to visit www.demandstar.com to obtain this information. The following information is available from this location, 24 hours per day, 7 days per week:

- A copy of a solicitation packet for a contract or project currently issued and any associated addenda (It is the respondent's responsibility to check www.demandstar.com frequently for an updated list of issued addenda)
- A listing of solicitations scheduled for award
- Historical solicitation award information
- A copy of all required documentation

3. ACCEPTANCE AND WITHDRAWAL OF PROPOSALS: A proposal (or amendment thereto) will not be accepted by the Internal Services Department / Purchasing Division after the time and date specified for the proposal opening, nor may a proposal (or amendment thereto) which has already been opened in public be withdrawn by the respondent for a period of ninety (90) calendar days after the proposal opening date and time, unless authorized by the Superintendent. By written request to Superintendent, the respondent may withdraw from the solicitation process and ask to have their sealed proposal returned at any time prior to the closing date and time for the receipt of proposals.

4. AMENDMENT & CANCELLATION: The Internal Services Department / Purchasing Division reserves the right to cancel, recall and/or reissue all, or any part, of this solicitation or Invitation to Bid, at any time, if it is found to be in the best interest of the district to do so.

5. SOLICITATION OF DISTRICT EMPLOYEES & ACCEPTANCE OF GRATUITIES: The district expressly prohibits respondents from making any offer of employment or any other offering of value to any employee of the district who is directly or indirectly involved in the development, solicitation or evaluation and subsequent recommendation for award of this solicitation.

6. QUALIFICATIONS OF RESPONDENT: Proposals will be considered only from contractors, manufacturers, authorized distributors or dealers who are normally engaged in the manufacture, sale or distribution of the materials or services requested herein. The respondent must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the district. The Internal Services Department / Purchasing Division expressly reserves the right to reject any proposal if it determines that the business and technical organization, equipment, financial and other resources, or experience of the respondent, compared to work proposed, justifies such rejection.

7. CONFIDENTIALITY OF STUDENT RECORD INFORMATION: Student record information may be provided to vendors to enable them to respond to a sealed competitive solicitation or to an Invitation to Bid, or to perform under a contract already awarded to them. Vendors are hereby notified that any such student record information must be kept strictly confidential and may not be released to any other person or entity without authorization, pursuant to FS. 228.093 and Rule 6A-1.0955, FAC. Failure to comply with this directive could result in civil liability.

8. NON COLLUSION: The respondent, by affixing its signature to this proposal, certifies that its proposal is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item(s), and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

9. CONFIDENTIALITY OF INFORMATION SUBMITTED BY RESPONDENT: The district reserves the right to retain all copies of respondents' proposals and associated documentation submitted. Under Florida's public records laws, sealed proposals received by the district pursuant to competitive solicitations or requests for proposals may only be kept confidential until such time as the district provides notice of a decision or intended decision or within 30 days after the proposal opening, whichever is earlier. Vendor requests to hold certain submitted materials or information in confidence cannot generally be honored. If a vendor feels that public scrutiny of certain information requested in the solicitation documents could be detrimental to its business, the vendor should notify the district and cite the governing statute which exempts such material from public scrutiny.

In the matter of solicitations requiring a negotiation process; If the District rejects all sealed replies, the records may remain exempt from Florida Statute 119.07 until such time as the District provides notice of a decision or intended decision pursuant to Florida Statute 120.57(3)(a) concerning the reissued invitation or until the District withdraws the reissued invitation. Records may not remain exempt for longer than 12 months after the initial notice rejecting all replies. (FS 286.0113(3))

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10. SUBCONTRACTING: The respondent must describe in their proposal, all responsibilities that the respondent anticipates assigning or subcontracting, identify all the subcontractors and also describe how the respondent will manage these subcontractors. The vendor will be held directly responsible and liable for the actions of all of its subcontractors and the actions of its subcontractors' employees.

11. INTELLECTUAL PROPERTIES: If this agreement specifically provides for product development work on behalf of the District, any discovery, invention or work product produced for the District under this contract shall be the sole and exclusive property of the District. The vendor assigns to the District any and all claims of any kind, type or nature to such property, including but not limited to patent rights, copyrights and rights in data, arising out of the specific development covered by such agreement. Unless specifically agreed by the parties in writing, this paragraph will not apply to customizations of vendor's product. Any intellectual property rights arising out of such customizations will be the property of vendor. The parties acknowledge that if this Agreement does not specifically include the funding of any development, then all products, processes, or similar works developed and/or prepared by vendor in the course of this Agreement shall be the exclusive property of the vendor.

12. PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST: Per the provisions of Florida Statute 287.133 (2)(a), "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals 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 any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for **CATEGORY TWO** for a period of 36 months from the date of being placed on the convicted vendor list".

13. PROPOSAL PREPARATION COSTS: The costs to develop the proposal are entirely the responsibility of the respondent, and shall not be charged in any manner to the district. This includes, but is not limited to, the direct cost of the respondent's personnel assigned to prepare the respondent's response to this solicitation and any out-of-pocket expenses (including, but not limited to, travel, accommodation, supplies) incurred by the respondent in preparing their proposal.

14. VARIANCE TO SOLICITATION DOCUMENTS: For the purpose of proposal evaluation, respondents must clearly stipulate any or all variances to the solicitation documents or specifications, no matter how slight. If variations are not stated in the respondent's proposal, it shall be construed that the proposal submitted fully complies in every respect with our solicitation documents.

15. ADDENDA TO SOLICITATIONS IN PROCESS: Interpretations of the solicitation, clarification of solicitation specifications and requirements or changes to the solicitation which have a *material effect* will be documented and communicated to respondents **only by written addenda posted on www.demandstar.com**. Verbal responses to respondents' questions do not constitute an *official response* unless documented in the form of written addenda and shall be considered inadmissible in bid protest proceedings. All such written addenda should be acknowledged on the "**Addendum Acknowledgement Form**" or by returning a copy of the signed addendum along with your proposal as proof of receipt. Failure to acknowledge such addenda may constitute cause for rejection of your proposal. Telegraph, facsimile or email acknowledgements of addenda will not be accepted.

16. FLORIDA STATE CONTRACTS & FLORIDA DEPARTMENT OF EDUCATION CONTRACTS: If a company currently holds a contract with the State of Florida, Department of Management Services, Division of Purchasing or the Florida Department of Education (FDOE), to supply the products or services requested in this solicitation, the respondent shall quote not more than the prices listed in these approved contracts. Failure to comply with this request may result in disqualification. The Internal Services Department / Purchasing Division reserves the right to reject all proposals and purchase from State contracts or FDOE contracts if doing so represents the best interests of the district.

17. SAFETY REQUIREMENTS: All items proposed must comply with ALL applicable safety requirements as required by Federal, State and local regulations, OSHA & EPA guidelines, and any other laws and regulations that govern the item(s) or services requested in this solicitation. All electrically operated equipment shall be UL® rated or approved. Corded equipment shall have a 3-wire grounded power cord or be double insulated and labeled as such.

18. PURCHASE OF MATERIALS WITH RECYCLED CONTENT: The Internal Services Department / Purchasing Division will seek alternative proposals, whenever possible, for select products containing recycled materials. Such products shall be purchased as long as all specifications are met and the price does not exceed an amount 10% more than the cost of comparable products made from 100% virgin materials.

19. MANUFACTURER'S CERTIFICATION: The Internal Services Department / Purchasing Division reserves the right to request a separate letter from the manufacturer of the products proposed certifying that all statements and claims made in the proposal are true, and that all products proposed meet or exceed the specifications stated in the solicitation documents.

20. SOLICITATION QUANTITIES: Quantities listed in the solicitation are estimates provided for respondent information purposes only. No guarantee is given or implied as to the exact

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quantities which will be purchased from this solicitation. The district reserves the right to increase or decrease all estimated quantities during the term of this contract or to delete any item or items as it deems appropriate, without affecting the proposal pricing or the terms and conditions of the solicitation.

21. METHODS OF AWARD:

- a) **“By Item”**: Each item in the solicitation may be awarded individually to the lowest responsive and responsible respondent.

- b) **“All or None by Group, Section or Category”**: The solicitation will/may be divided into Groups, Sections or Categories of similar types of items when it would be impractical to split the award to multiple vendors. Each Group, Section or Category will be awarded to the lowest responsive and responsible respondent for all items contained within the Group, Section or Category. Respondents are required to propose on all items within the Group, Section or Category in order to be considered for award of that Group, Section or Category. After proposals are opened and tabulated, the Internal Services Department / Purchasing Division reserves the right to delete one or more items within a Group, Section or Category and recommend award of the balance of the items contained within that Group, Section or Category, when to do so represents the best interests of the district.

- c) **“All or None”** The solicitation will/may be awarded to all respondents to the solicitation, or may be awarded to no respondents. In the event of awarding to no respondents, the school district will issue a “Notice to Reject All Bids”.

- d) **“Primary & Secondary Suppliers or Contractors”**. The solicitation is awarded to both a **Primary** and a **Secondary** supplier or contractor when it is critical to have a backup source of supply, or when it is anticipated that only one vendor cannot effectively handle the volume of business generated under the contract. In the event that the **Primary** supplier or contractor cannot perform in accordance with the district's needs, the district reserves the right to use the **Secondary** supplier or contractor at its sole discretion. The **Primary** and a **Secondary** suppliers or contractors are defined as the two lowest Responsive and Responsible respondents.

- e) **“Rotating Short List of Contractors”**. An ITB is awarded to a short list of Responsive and Responsible contractors, the number of which is pre-defined in the solicitation documents. The district will use a list of selection criteria to determine eligibility to make the short list. Project work is rotated through the short list as it is identified. Every effort is made to equitably distribute the workload amongst all contractors.

- f) **“Qualified Supplier Sourcing”** An RFQ (*Request For Qualifications*) is awarded to a listing of suppliers based on qualification criteria. The district will use a list of selection criteria to determine eligibility and award consideration.

22. DELIVERY LEAD TIME: Each respondent shall state the number of consecutive calendar days they require after receipt of order (A.R.O.) to either complete delivery or provide the requested services in the space provided on the **Proposal** form. The length of time to complete a project and deliver all of the items ordered could be a factor in awarding this solicitation. If a finite number of days have been specified for delivery or project completion, this deadline must be met. If a finite number of days have not been specified in the solicitation and the respondent has not stipulated a specific lead time for delivery in their proposal, orders will be considered delinquent after 30 days from the issue date of the purchase order.

23. TAXES: Purchases are exempt from **ALL** Federal excise and State sales tax.

24. FISCAL NON-APPROPRIATIONS CLAUSE: In the event sufficient budgeted funds are not available for a new fiscal period, the Internal Services Department / Purchasing Division shall notify the vendor of such an occurrence and the contract shall terminate on the last day of the current fiscal period without penalty or expense to the district.

25. SOLICITATION SAMPLES: The respondent shall provide product samples, without charge, when requested. Criteria used to determine compliance with specifications include, but are not limited to; performance, delivery lead time, workmanship, fit and finish, compatibility with existing stock, and durability. If the sample is not consumed through testing, it will be returned to the respondent when said request is submitted with the proposal. Unused samples will be returned at the respondent's risk and expense. The successful respondents' samples may be retained until all the terms of the purchase order or contract have been fulfilled. All samples are to be submitted at the place indicated in the **Special Conditions** section of the solicitation in accordance with the instructions outlined therein.

26. PROMPT PAYMENT DISCOUNTS: Only prompt payment discounts offered for thirty (30) days or longer will be taken into consideration when determining lowest proposal.

27. TIE PROPOSALS: In the case of identical qualified proposals, if all other considerations are equal, the Board prefers to purchase within the District from established local vendors.

28. ERRORS AND OMISSIONS: In the event an error or obvious omission is discovered in a respondent's proposal, either by the Internal Services Department / Purchasing Division or the respondent, the respondent may have the opportunity of withdrawing their proposal, provided they can produce sufficient evidence to document that the error or omission was clerical in nature and unintentional. Actual original copies of working papers, calculations, etc., may be requested at the Internal Services Department / Purchasing Division's discretion, to support the validity of such a request. This privilege shall not extend to allowing a respondent to

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change any information contained in their proposal; however, in the event of a minor omission or oversight on the part of the respondent, the Internal Services Department / Purchasing Division (or designee) may request written clarification from a respondent in order to confirm the evaluator's interpretation of the respondent's response and to preclude the rejection of their proposal, either in part or in whole. The Internal Services Department / Purchasing Division will have the authority to weigh the severity of the infraction and determine its acceptability. Informalities and improprieties may be waived if deemed to be in the best interest of the district to do so.

29. BASIS OF AWARD OF SOLICITATIONS: When price and specification compliance are the primary criteria for making the vendor selection, the Superintendent will recommend the lowest responsive and responsible respondent(s) to the Board. A "Responsive" Respondent is defined as one whose proposal is in substantial conformance with the material requirements of the solicitation. A Respondent who substitutes its standard terms and conditions for the district's, or who qualifies its proposal in such a manner as to nullify or limit its liability to the district will be considered non-responsive. A "Responsible" respondent is defined as one who is able to satisfactorily perform the work described in the Competitive Solicitation or Invitation to Bid. The district may apply all, or any part of the following criteria to measure a Respondent's degree of responsibility

- Size of firm
- District's past experience with firm
- Financial status of firm
- Capabilities of Management and Technical staff
- Labor relations
- Internal procedures of the firm
- Capacity of the firm
- Bonding capacity
- Reputation of firm among its peers
- Customer references
- Service after the sale
- Facilities and reserve facilities
- Location of firm
- Location of service facilities
- Professional credentials

When additional criteria other than price must be considered, a point system may be used to make the vendor selection, the Superintendent will then recommend the vendor receiving the highest point score to the Board. Slight variations or irregularities may be accepted by the Board if either is found to be in its best interest of the district to do so.

30. REJECTION OF PROPOSALS: A proposal may be rejected by the Internal Services Department / Purchasing Division if it is non-responsive or the respondent is determined to be not responsible. A proposal is not officially rejected until the School Board approves the recommendation. Proposals may not be rejected frivolously to avoid a protest or litigation.

The Board reserves the right to reject any or all proposals received.

31. NOTICE OF INTENT TO AWARD SOLICITATIONS: Once proposals are evaluated and a recommendation for award is received by the Internal Services Department / Purchasing Division, a *Notice of Intent to Award* will be posted on www.demandstar.com. The recommendation for award is not official until approved by the School Board. Intent to Award Notices are normally posted on or about two weeks preceding the Board meeting date listed on the Calendar of Events. Occasionally a supplemental posting may occur after the regular posting if it is essential to include the award on the next Board agenda. This schedule may vary depending on the Board meeting schedule from month to month. **Since this information is available as outlined above, the Internal Services Department / Purchasing Division will not mail or fax intent to award notices to all respondents.**

32. BID PROTEST: If a respondent wishes to protest a solicitation, they must do so in strict accordance with Monroe County School Board Policy 6320. Copies of this procedure are included in the solicitation document and are also available at www.KeysSchools.com. Any person who files an action protesting the solicitation specifications or a decision or intended decision pertaining to this solicitation pursuant to FS 120.57(3)(b), shall post with the Internal Services Department / Purchasing Division at the time of filing the formal written protest, a bond payable to the Monroe County School District in an amount equal to 5 percent (5%) of the total estimated contract value, but not less than \$10,000 nor more than \$25,000, which bond shall be conditioned upon the payment of all costs which may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, a cashier's check, or certified bank check, will be an acceptable form of security.

Failure to file a protest within the time or manner prescribed shall constitute a waiver of proceedings.

Any person who is adversely affected by the District's decision or intended decision concerning a proposal solicitation or a contract award shall file with Superintendent a written notice of protest within seventy-two (72) hours after posting of the notice of the decision or intended decision. Saturdays, Sundays and legal holidays shall be excluded in the computation of the 72-hour time periods. The formal written protest shall be submitted by the person within ten (10) days after filing the notice of protest. Failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. A protest is officially filed when it is received in the Internal Services Department / Purchasing Division. The formal written protest shall contain the following: (a) name, address, and file or identification number, if known, of the affected agency. (b) Name and address of the affected party (c) a state of the ultimate facts upon which the protest is based: and, (d) such other information as deemed relevant the issue.

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33. NOTIFICATION OF SOLICITATION AWARD: After the Board awards a solicitation, the Internal Services Department / Purchasing Division will issue an official award letter, a purchase order, or both, which will authorize the respondent to commence delivering materials or providing services.

34. AUTHORIZATION TO PERFORM UNDER A CONTRACT: All purchases must be properly authorized in advance. Vendors must first obtain either a printed purchase order, a purchase order number or a purchasing card account number before commencing performance under a contract. Vendors shall take no directions to modify (increase, change, decrease, cancel) a purchase order, once issued, from anyone other than the buyer listed on the purchase order. Additional work must be authorized in advance by the buyer who will issue either a change order to the original purchase order or a supplemental purchase order. The vendor assumes all liability for any costs or damages incurred and payment will be denied for additional work if this procedure is not strictly followed.

35. POINT OF CONTACT: The district will consider the selected respondent(s) to be the sole point of contact with regard to all contractual matters, including payment of any and all charges.

36. ASSIGNMENT OF CONTRACT: The final contract to be awarded and any resulting amounts to be paid shall not be transferred, pledged, or assigned without the prior written approval of the district.

37. LICENSES AND PERMITS: The vendor shall obtain and pay for all necessary licenses, permits, and related documents required to comply with the solicitation specifications. The vendor shall save and hold harmless the district as a result of any infraction of the aforementioned.

38. CONDITION OF ITEMS: Unless otherwise specified in the **Special Conditions** section of the solicitation, all items requested must be **new**, the **latest model manufactured, first quality, carry the manufacturer's standard warranty** and be **equal to or exceed the specifications** listed in the solicitation. Proposals on "*used, remanufactured or reconditioned* equipment" or "*blems or seconds*" will not be considered unless specifically requested in the solicitation documents.

39. INSPECTION: The district reserves the right to have inspectors on the premises of the respondents or manufacturers at any time during the manufacturing or assembly process to verify compliance with solicitation specifications.

40. PACKAGING: All products require adequate packaging to protect them from damage in transit. Packaging must fully cover and protect merchandise. Vendors must fully comply with all special packaging requirements, if and when specified in the solicitation document. When corrugated carton

packaging is specified, poly wrap or blanket wrap will not be acceptable. Respondents are requested to provide products with environmentally safe packaging if at all possible. The district assumes no responsibility for damage of any kind incurred while the items are in transit. Respondents may adjust unit packaging up or down only when attempting to reach the next standard unit pack. Otherwise, only exact quantities requested will be accepted and no overages will be allowed.

41. STANDARDS OF CONDUCT: Vendors awarded a contract will be held to the same standards of conduct as employees of the school district while conducting business with the district. These standards, as defined in School Board policies, will apply not only to employees of the vendor, but also to the employees of its subcontractors. Standards of Conduct are located at www.KeysSchools.com.

42. ITEM SUBSTITUTIONS & DISCONTINUATIONS: Under no circumstances may a vendor substitute a different product for any item they were awarded from this solicitation, without prior approval from the Internal Services Department / Purchasing Division. In the event an awarded item is discontinued by the manufacturer or the vendor no longer offers the item in their product line during the term of this solicitation, the vendor **must** provide an acceptable substitute item at a mutually acceptable negotiated price, or risk being found in default. The vendor must file a written request with the Internal Services Department / Purchasing Division and be granted approval to substitute, in writing, before any substitution may be made. Requests to substitute should be accompanied by complete detailed, technical specifications for the proposed substitute item, and a sample, if requested. The district reserves the right to purchase on the open market while negotiations are being conducted.

43. RECEIPT OF MERCHANDISE & DELIVERY NOTIFICATION: The purchaser reserves the right to reject any and all materials or products delivered which, in its opinion, do not comply with the solicitation specifications, within 5 calendar days of receipt. All materials or products rejected by the purchaser shall be promptly removed and replaced by the vendor at no charge. All shipments are to be off-loaded from the delivery vehicle to the loading dock or brought inside the building if the facility has no loading dock. The exception will be for materials obviously intended for outdoor use. Deliveries shall be made between the hours of 9:00 AM and 3:00 PM, Monday through Friday, excluding holidays, unless stipulated. Exceptions to this schedule will be stated in the **Special Conditions** or on the purchase order. For shipments which may require the assistance of district personnel to off-load merchandise, or when the purchase order specifies vendor installation, the person to whose attention the items are being shipped should be notified a minimum of forty-eight (48) hours prior to delivery to allow sufficient time to prepare the area.

44. EQUIPMENT DEAD ON ARRIVAL (D.O.A.): Any product shipped which arrives inoperable or ceases to function within seven (7) business days of the initial installation shall be

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considered DOA and shall be replaced by the vendor with a new product identical to the one ordered within 30 days of notification at no charge to District.

45. INVOICES AND PAYMENT TERMS: All invoices, packing lists, and correspondence should reference our purchase order number. Unless otherwise stated in the **Special Conditions**, payment will only be made after the merchandise or services have been:

- Received complete or substantially complete;
- Inspected and found to comply with all specifications and be free of damage or defect;
- Properly invoiced. A minimum of **thirty (30)** days is required for payment. Photocopies of original invoices may be sent to other district personnel if they request it, but the original copies must be sent to the District. Failure to follow this procedure may result in payment delays. Occasionally, a school may issue its own internal purchase order. Invoices associated with a school's internal purchase order should be submitted directly to the school for payment.

46. BREACH OF CONTRACT AND TERMINATION FOR CAUSE: The District reserves the right to terminate this contract for cause. The failure of the vendor to comply with any provision of this contract shall constitute a breach of contract and just cause for termination. Prior to the district terminating a contract, the Superintendent will initiate an internal review of the case in which the vendor may be invited to participate. If after examining the facts surrounding the case, the Superintendent feels that sufficient grounds exist to declare the vendor in default, he or she shall notify the vendor in writing, making specific reference to the provision(s) that gave rise to the default. The vendor shall then be entitled to a period of five (5) working days from receipt of such notice in which to cure the breach. If the breach is not cured within the five (5) day period, the Superintendent (or designee) shall serve a written notice of termination on the vendor, which shall become effective thirty (30) calendar days from the vendor's receipt of such notice. The failure of either party to exercise this right shall not be considered a waiver of such right in the event of any further breach or non-compliance.

47. RENEWAL OF SOLICITATIONS: This Contract may be renewed for a period that may not exceed three (3) years or the term set forth above, whichever period is longer. The compensation for the renewal term shall be determined prior to renewal of this contract and is subject to approval by the MCSB. Further, renewal of this contract is contingent upon a determination by the MCSB that the services have been satisfactorily performed, that the services are needed and upon availability of funds.

48. ADMINISTRATIVE REGULATION ON FINGERPRINTING: All Vendors awarded contracts that require contractors, workers, or subcontractors to perform services on school facility grounds will comply with The Jessica Lunsford Act. The expense of fingerprinting individuals is to be borne by the contractor or person finger printed unless waived by the Superintendent. In accordance with the legislative mandate set out in sections 1012.32, 1012.465 and 435.04, Florida Statutes (2005) as well as with the requirements of HB 1877, The Jessica Lunsford Act (2005), effective September 1, 2005, Contractor agrees that all of its employees and sub-contractors, including employees of sub-contractors, who provide or may provide services under this Contract have completed all background screening requirements through a Monroe County School Board designee pursuant to the above-referenced statutes. It is recognized and agreed that the provisions and exceptions relating to the dictates of The Jessica Lunsford Act, and codified at sections 1012.321, 1012.465, 1012.467 and 1012.468 of the Florida Statutes, shall apply to the requirements of this paragraph where so applicable.

49. CIVIL RIGHTS COMPLIANCE: The Contractor certifies it is in compliance with the Office for Civil Rights requirements with respect to nondiscrimination on matters related to race, sex, handicap or age, and the contractor further agrees that it shall not discharge; fail or refuse to hire; limit, segregate, or classify employees or applicants for employment opportunities or adversely affect any individual's status as an employee; or otherwise to discriminate against any individual with respect to compensation, terms conditions or privileges of employment, because of such individual's race, color, religion, sex, national origin, age, handicap or marital status except as may otherwise be provided by law or as a result of a bona fide occupational qualification reasonably necessary for the performance of the particular employment.

50. FEDERAL LAW COMPLIANCE: The Contractor certifies it is in compliance with applicable provisions of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1974; Section 504 of the Rehabilitation Act 1973; The Individuals with Disabilities Education Act; and the Immigration Reform Act of 1986, all as may be amended from time to time.

51. VENDOR CONDUCT DURING SOLICITATION: Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

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ACKNOWLEDGMENT OF ADDENDUM

As the person authorized to sign the statement, I certify that this firm acknowledges any and all addendum that may have been issued as part of this bid. All addendum are issued via www.demandstar.com.

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

Date: _____

Applicant's Signature

RFP 2019914 – Custodial Services

STATEMENT OF NO BID

NOTE: If you do not intend to bid on this requirement/project, please return this form immediately. Thank you.

School Board of Monroe County, Florida

We, the undersigned have declined to submit a proposal due to the following reason(s):

- ☐ Specifications too “tight”, i.e. geared toward one brand/manufacturer/service only (explain below)
- ☐ Unable to meet time period for responding to proposal.
- ☐ We do not offer this product or service.
- ☐ Our schedule would not permit us to perform.
- ☐ Unable to meet specifications.
- ☐ Unable to meet Bond/Insurance requirement(s).
- ☐ Specifications unclear (explain below).
- ☐ Unable to Meet Insurance Requirements.
- ☐ Please Remove Us from Your “Bidder’s List”.
- ☐ Other (specify below).

REMARKS: _____

We understand that if the “No Bid” letter is not executed and returned our name may be deleted from the Bidder’s List of the School Board of Monroe County.

Company Name: _____

Email: _____

Proposal Number: _____

Date: _____

Signature: _____

Fax: _____

Telephone: _____

RFP 2019914 – Custodial Services

CONTRACTOR RULES

The following is a list of rules that contractors/vendors and their personnel must adhere to while working on Monroe County School projects. Failure of the contractor/vendor to abide by the rules will result in the violators being removed from the job site. All costs resulting from this will be the responsibility of the contractor/vendor. Please sign these rules and indicate the contractor/vendor's agreement to follow them.

- Casual communications by contract/vendor personnel with students, staff, or faculty is prohibited.
- Convicted felons and employees with a past history of child abuse or molestation shall not be used on Monroe County School projects.
- The schools are "Drug Free Zones," use or possession of illegal substances and alcohol in any form are prohibited.
- The schools are "Tobacco Free," no tobacco use is permitted on the school campus, in parking lots, or inside school restrooms.
- Vulgar language or gestures discernible to students or school staff is prohibited.
- Fighting or physically abusive actions of a similar nature are prohibited.
- Appropriate and modest attire is required while working on school campus. Revealing clothing will not be permitted.
- Clean up of work area is required on a daily basis. Hazardous materials shall not be put in school trash receptacles.
- Work that may be disruptive to the school shall be scheduled with the school administration or done after normal school hours.
- Pets are not allowed on campus.

Signature

Date

Printed Name

RFP 2019914 – Custodial Services

DEBARMENT CERTIFICATION

“The bidder certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

(a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;

(b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local Governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) Has within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The bidder certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency.

Dated this _____ day of _____, 20_____.

By _____
Authorized Signature/Contractor

Typed Name/Title

Contractor's Firm Name

Street Address

City/State/Zip Code

Area Code/Telephone Number

RFP 2019914 – Custodial Services

IDENTICAL TIE PROPOSALS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more of a proposal, which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, an proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tie vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employees 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

Vendor's Signature

RFP 2019914 – Custodial Services

NON-COLLUSION AFFIDAVIT

I, _____ of the City of _____
according to law on my oath, and under penalty of perjury, depose and say that;

1) I am _____, the bidder making the proposal for
the project described as follows:

2) The prices in this proposal have been arrived at independently without collusion, consultation,
communication or agreement for the purpose of restricting competition, as to any matter relating to
such prices with any other bidder with any competitor;

3) Unless otherwise required by law, the prices which have been quoted in this proposal have not
been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to
proposal opening, directly or indirectly, to any other bidder to any competitor; and

4) No attempt has been made or will be made by the bidder to induce any other person, partnership
or corporation to submit, or not to submit, an proposal for the purpose of restricting competition;

5) The statements contained in this affidavit are true and correct, and made with full knowledge that
Monroe County School District relies upon the truth of the statements contained in this affidavit in
awarding contracts for said project.

Signature of Authorized Representative

Date

STATE OF _____,

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____,
who, ___ being personally known, ___ or having produced _____
as identification, and after first being sworn by me, affixed his/her signature in the space provided above on
this _____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires:

RFP 2019914 – Custodial Services

PUBLIC ENTITY CRIME STATEMENT

"A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

RFP 2019914 – Custodial Services

MONROE COUNTY SCHOOL DISTRICT
BUSINESS/PERSONAL RELATIONSHIP DISCLOSURE AFFIDAVIT

I, _____, of the City/Township/Parrish of _____, State of _____, and according to law on my oath, and under penalty of perjury, depose and say that;

1) I am the authorized representative of the company or entity making a proposal for a project described as follows:

Name of company/vendor: _____

Nature of services presently being offered to School District: _____

2) ____ I have (OR) ____ I have not at any time prior to this application, had a **business relationship** with any employee or board member of the School District of Monroe County, Florida.

IF YOU ANSWER I HAVE: Please list details of the relationship including the employee or board member's name with whom you have done business, the type of work that was performed and the years worked. _____

3) ____ I have (OR) ____ I DO NOT have a **personal relationship** (this includes family) with an employee of OR a board member of the School District of Monroe County, Florida.

IF YOU ANSWER I HAVE: Please list details of the relationship including the employee(s) or board member(s) name with whom you are related, and your ties to that person (spouse, mother, brother, cousin, or related by marriage, partners, etc.) _____

The statements contained in this affidavit are true and correct, and made with full knowledge that The School Board of Monroe County, Florida, relies upon the truth of the statements contained in this affidavit in awarding contracts for the subject project. **I hereby agree to keep the School District of Monroe County, Florida, informed of any change to the information contained herein. I further understand and agree that discovery of any undisclosed relationship can and will lead to termination of any ongoing contracts, and may potentially lead to me being banned from conducting future business with the school district.**

Date

(Signature of Authorized Representative)

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____ who, ____ being personally known, ____ or having produced _____ as identification, and after first being sworn by me, affixed his/her signature in the space provided above on this ____ day of _____ 20____.

NOTARY PUBLIC

My commission expires:

RFP 2019914 – Custodial Services

DRUG FREE WORKPLACE FORM

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

(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 under bid a copy of the statement specified in section (1).
4. In the statement specified in section (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or 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.

Applicant's Signature

Date

RFP 2019914 – Custodial Services

SB 988 – HIGH-RISK OFFENDERS

by Argenziano (*HB 7103 by Safety & Security Council*)

AMENDS: ss. 322.141, 322.212, 775.21, 943.0435, 944.607, 1012.465, F.S.

CREATES: ss. 1012.321, 1012.467, 1012.468, F.S.

EFFECTIVE: July 1, 2007

THIS BILL HAS SCHOOL BOARD POLICY IMPLICATIONS

This bill amends Jessica Lunsford Act provisions that require background checks for contractors on school grounds. The bill defines “noninstructional contractor” to mean any vendor, individual, or entity under contract with a school or with the school board who receives remuneration for services performed for the school district or a school, but who is not otherwise considered an employee of the school district. The term also includes such contractor’s employees and subcontractors and subcontractor’s employees. The bill defines “school grounds” to mean the buildings and grounds of any public prekindergarten, kindergarten, elementary school, middle school, junior high school, high school, or secondary school, or any combination of grades prekindergarten through grade 12, together with the school district land on which the buildings are located. The term does not include any other facility or location where school classes or activities may be located or take place, the public school buildings and grounds during any time period in which students are not permitted access, or any such buildings during any period in which it is used solely as a career or technical center for postsecondary or adult education.

The bill provides a list of offenses that automatically disqualify a noninstructional contractor from being on school grounds when students are present. The bill also provides an exemption from the screening requirement for a non-instructional contractor who:

- is under direct line-of-sight supervision of a person who meets the screening requirements;
- is already required, and has undergone, a level 2 background screening;
- is a law enforcement officer assigned or dispatched to school grounds, or an employee or medical director of an ambulance provider;
- works and remains in an area separated from students by a 6-foot chain link fence;
- provides pick-up or delivery services to school grounds.

The bill also exempts instructional personnel who work with children with developmental disabilities or who are child care personnel meeting certain requirements. The exempted contractors are subject to a search of the online state and national registry of sexual predators and sexual offenders at no charge to the contractor.

For those subject to a fingerprint-based background check, the check must be performed at least every five years and may be paid for by the school board, the school, or the contractor. Any fee charged by a school board may not exceed 30 percent of the total costs charged by FDLE and the FBI for the check. FDLE is required to implement an Internet-based system for school districts to share the results of the background checks.

Further, the bill requires a contractor who is arrested for a disqualifying offense to report the arrest to the employer or primary contractor and the school district within 48 hours. If a contractor has been arrested for a qualifying offense, it is a third-degree felony for the contractor to willfully fail to report the arrest or for an employer or primary contractor to knowingly authorize the contractor to be on school grounds when students are present. If a contractor is to be denied access to school grounds, the school district must notify the contractor of the basis for denial. The only basis for contesting the denial is mistaken identity and misinterpretation of an offense from another jurisdiction. The bill provides immunity from civil and criminal liability for employees of school districts and schools who share background check information in good faith. It also provides that the new or amended portions of the School Code are not intended to create a new duty of care or basis of liability, or to create a private cause of action.

RFP 2019914 – Custodial Services

<p>Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p> <p>► Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	<p>Give Form to the requester. Do not send to the IRS.</p>																				
<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>																						
<p>2 Business name/disregarded entity name, if different from above</p>																						
<p>Print or type. See Specific Instructions on page 3.</p>	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ </p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ► _____</p>																					
	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>																					
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>																					
	<p>6 City, state, and ZIP code</p>																					
<p>7 List account number(s) here (optional)</p>																						
<p>Part I Taxpayer Identification Number (TIN)</p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later.</p> <p>Social security number</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> </tr> </table> <p>or</p> <p>Employer identification number</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> </tr> </table> <p>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>																						
<p>Part II Certification</p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and I am a U.S. citizen or other U.S. person (defined below); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.</p>																						
<p>Sign Here</p>	<p>Signature of U.S. person ► _____</p> <p>Date ► _____</p>																					
<p>General Instructions</p> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.</p> <p>Purpose of Form</p> <p>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.</p> <ul style="list-style-type: none"> 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) <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p><i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</i></p>																						

RFP 2019914 – Custodial Services

**Monroe County School District
Vendor Information Sheet**

Vendor Name: _____

Federal EIN/SSN: _____

Primary Address: _____

Payment Address: _____

Contact Name: _____

Phone: _____ ext. _____

Fax: _____

E-Mail: _____

Members of the Board

District # 1
BOBBY HIGHSMITH
Chairman

District # 2
ANDY GRIFFITHS

District # 3
MINDY CONN
Vice-Chairman

District # 4
JOHN R. DICK

District # 5
SUE WOLTANSKI

MARK T. PORTER
Superintendent of Schools



Bid No: RFP 2019914

Name of Bid: Custodial Services

Post Date: 3/5/19

Notice Post Time: 4:00 PM

Addendum No.1

Replace the third page of the price sheet on page 30 and Appendix C of the original bid document with the sheets below (changes in red):

Vendor Name: _____

ANNUAL ESCALATION RATES	
Year 2	\$
Year 3	\$
Year 4	\$
Hourly price for non-school use special activities	\$
Annual equipment budget:	\$
Charge for additional space in 15,000 sq. ft. increments	\$
Deduction to remove space in 15,000 sq. ft. increments	\$

SQUARE FOOTAGE - APPENDIX C

Location	Building	2019 Dec FISH GSF	Included in this contract	Site GSF	Minimum Custodians at 1 per 26000 SF
CSHS	1	78,916	78,916		
CSHS	2	66,572	66,572		
CSHS	3	14,600	14,600		
CSHS	4	41,812	41,812		
CSHS	5	23,388	23,388		
CSHS	6	1,436	1,436		
CSHS	Founders Park Restrooms *6 months/year	800	800		
CSHS	Sub Total	227,524	227,524	227,524	9
KWHS	1	64,208	64,208		
KWHS	2	28,728	28,728		
KWHS	3	28,251	28,251		
KWHS	4	111,218	111,218		
KWHS	5	16,852	16,852		
KWHS	16	4,112	4,112		
KWHS	17	10,493	10,493		
KWHS	Sub Total	263,862	263,862	263,862	10
HOB	1	17,871	17,871		
HOB	2	63,524	63,524		

HOB	3	8,761	8,761		
HOB	4	13,669	13,669		
HOB	5	9,765	9,765		
HOB	6	40,723	40,723		
HOB	7	18,750	18,750		
HOB	8	14,442	14,442		
HOB	9	627	627		
HOB	Sub Total	188,132	188,132	188,132	7
MHS	14	911	911		
MHS	1000	14,913	14,913		
MHS	2000	51,535	51,535		
MHS	3000	25,727	25,727		
MHS	4000	25,910	25,910		
MHS	5000	28,720	28,720		
MHS	6000	24,559	24,559		
MHS	7000	46,794	46,794		
MHS	8000	173	173		
MHS	Sub Total	219,242	219,242	219,242	8
PON	1	90,997	90,997		
PON	Portables	1,728	1,728		
PON	Sub Total	92,725	92,725	92,725	3
SIG	Ties Building	1,200	1,200		
TRMS	Baseball Bathrooms *seasonal	800	800		

TRMS	Baseball Bleachers *seasonal	3,920	3,920		
TRMS	Baseball Dugout *seasonal	520	520		
TRMS	Football Bathrooms *seasonal	534	534		
TRMS	Football Locker Rooms *seasonal	2,709	2,709		
TRMS	Football Bleachers *seasonal	14,694	14,694		
TRMS	Sub Total	24,377	24,377	24,377	1
SUG	1	84,501	84,501		
SUG	2	15,351	15,351		
SUG	3	24,608	24,608		
SUG	4	17,527	17,527		
SUG	5	5,517	5,517		
SUG	6	14,755	14,755		
SUG	7	6,798	-		
SUG	8	1,552	1,152		
SUG	9	12,593	-		
SUG	10	4,135	-		
SUG	11	4,263	1,430		
SUG	Sub Total	191,600	164,841	164,841	6
SWT	Portables	14,314	14,314		
SWT	Fall 2020 *added space	60,192	58,393		
SWT	2	15,261	15,261		
SWT	3	29,637	29,637		
SWT	99	672	672		

SWT	21	887	-		
SWT	Sub Total	120,963	118,277	118,277	5
KLS	1	110,943	110,943		
KLS	4	29,437	29,437		
KLS	5	15,633	15,633		
KLS	6	13,368	13,368		
KLS	7	9,888	9,888		
KLS	8	5,484	5,484		
KLS	9	1,120	1,120		
KLS	11	18,960	18,960		
KLS	Sub Total	204,833	204,833	204,833	8
GAE	NEW Campus	106,000	106,000		
GAE	Sub Total	106,000	106,000	106,000	4
PKS	NEW Campus	106,877	106,877		
PKS	Sub Total	106,877	106,877	106,877	4
MAINT	KW	25,366	6,034		
MAINT	UK BLDG1	4,031	-		
Admin	UK Annex	2,296	2,296		
MAINT	UK Trailers	1,023	1,023		
Admin	Warehouse1	13,243	-		
Admin	Warehouse2	12,393	-		
Admin	Offices 3	29,370	29,370		
Trans	Trans 4	2,436	-		

Trans	Trans 5	4,228	4,228		
Trans	Trans 6	7,752	-		
Key West Adult Ed	927 Eaton St	1,619	1,619		
Reynold	1	7,592	7,592		
Reynold	2	4,272	1,460		
	Sub Total	115,621	53,622	53,622	1
TOTAL				1,770,312	67

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: CSHS

) Building No. _____

Room No. 1-250 & 2-150

Principal/Director: Marib Lim

) Signature of Counter [Signature]

Verifier's Signature: [Signature]

) Date of Inventory: 7/27/19

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Broom	N/A	Good
1	Dust pan	N/A	Good
2	Mop sticks	N/A	Good
1	Mop Bucket	N/A	Good
1	Winged Rubber mallet	N/A	Good
1	Wet floor sign	N/A	Good
1	Scraper stick	N/A	Good
1	Dust mop	N/A	Good
1	Broom	N/A	Good
1	Dust pan	N/A	Good
2	Mop sticks	N/A	Good
1	Mop Bucket	N/A	Good
2	Wet floor sign	N/A	Good
1	Proforce model VGCCUM 1200XP	Serial 1819KC00168	Good
1	Dust mop	N/A	Good

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: CSHS

) Building No. _____ Room No. 2-250 2-101-B

Principal/Director: Mario Lopez

) Signature of Counter [Signature]

Verifier's Signature: [Signature]

) Date of Inventory: 2/27/2019

Custodial Closet
2-250

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
2	Brooms	N/A	Good
1	Dust pans	N/A	Good
1	mop bucket	N/A	Good
1	Rubbermaid Maid Cart	N/A	Good
1	Jet flr sign	N/A	Good
1	scraper stick	N/A	Good
1	Proforce model 1200XP Vacuum	Serial 18119 KC00317	Good
1	dust mop	N/A	Good
2	Brooms	N/A	Good
1	Dust pan	N/A	Good
2	Dust mops	N/A	Good
3	Jet flr sign	N/A	Good
1	Rubbermaid Maid Cart	N/A	Good
1	mop bucket	N/A	Good
1	scraper stick	N/A	Good

2101-B

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: CSHS

) Building No. _____ Room No. 3-150 & 3-151

Principal/Director: Mario Lopez

) Signature of Counter [Signature]

Verifier's Signature: [Signature]

) Date of Inventory: 2/27/19

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Rubbermaid Maid Cart	N/A	Good
1	mop Bucket	N/A	Good
1	wet flr sign	N/A	Good
2	Mop sticks	N/A	Good
1	Broom	N/A	Good
1	scraper pole	N/A	Good
1	Dustpan	N/A	Good
1	Dust mop	N/A	Good
1	Rubbermaid Maid Cart	N/A	Good
1	mop Bucket	N/A	Good
1	Broom	N/A	Good
1	Dust pan	N/A	Good
2	Mop sticks	N/A	Good
1	Dust mop	N/A	Good

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: CSHS

) Building No. _____ Room No. 4-250 & 5-150

Principal/Director: Mario Linares

) Signature of Counter [Signature]

Verifier's Signature: [Signature]

) Date of Inventory: 2/27/2018

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Dust pan	N/A	Good
1	Broom	N/A	Good
1	Dust mop	N/A	Good
2	Mop sticks	N/A	Good
1	Crepper Pole	N/A	Good
1	Rubbermaid maid cart	N/A	Good
1	Mop Bucket	N/A	Good
1	Vacuum	model 1200 XP serial 1819 KC00025	Good
2	Web for sign	N/A	Good
1	Dust pan	N/A	Good
1	Broom	N/A	Good
1	Dust mop	N/A	Good
1	Mop stick	N/A	Good
1	Rubbermaid maid cart	N/A	Good

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: CSTHS

) Building No. _____ Room No. 5-150 & 2-104

Principal/Director: Mario Lima

) Signature of Counter [Signature]

Verifier's Signature: [Signature]

) Date of Inventory: 2/27/19

Custodian closet
5-150

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Mop Bucket	N/A	Good
7	Wet flr sign	N/A	Good
1	Scraper pole	N/A	Good
6	Brooms	N/A	Good
6	Mop sticks	N/A	Good
6	Pust pans	N/A	Good
5	Wet flr sign	N/A	Good
5	Scraper sticks	N/A	Good
1	Propane Burner red Minuteman	Model: M220021K17 Serial: VM220021K170940	Broken need repair
3	Low speed old machine	unrec'd tags unrec'd tags	Fair
2	tennant Wet Vac	model V-WB-15 No serial tags	Good
1	tennant Wet Vac	model V-WB-15 Serial: 900870-105425	Good
1	Minute men Carpet Extractor	model C46000-00 Serial: UC46000000905	Good
1	Minute man Carpet Blower	model C44000-01 Serial: BC44000011394	Good

2-104
Custodian/Recam

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: Gerald Adams) Building No. 1Room No. 1502

Principal/Director: _____

) Signature of Counter Maryanne PuyilVerifier's Signature: Maryanne Puyil) Date of Inventory: 2/27/19

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Rubber Mallet	N/A	good
1	Lead coat	N/A	good
1	Broom	N/A	good
1	Dust mop stick	N/A	good
1	Dust pan	N/A	good
1	Mop stick	N/A	good
1	Duster	N/A	good
1	Bucket with Ring.	N/A	good
1	Vacuums		good
	Model Proforce	1819KC00423-	
	Dual motor	1200 VP	
	121 LE 43484		
1	Vacuum		good
	Proforce dual	0034 31 200XP	
	Motor 121/E 43484		

One (1) copy for school site

One (1) copy for Property Control

**Non-Capital Inventory of
Furniture, Fixtures and Equipment
(Value under \$1,000)**

Page 2 of 5

School Name: Gerald Adams

) Building No. 1

Room No. 1500

Principal/Director: _____

) Signature of Counter Nayelie Pegel

Verifier's Signature: Nayelie Pegel

) Date of Inventory: 7/27/19

*Custodian
1-500*

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	VACUUM Back Pack Model - V-BP6	1215 364	good
1	VACUUM Model - V-BP-6	13062 86	good
1	TSOOE	1500E 10838326	Good.
1	Mop stick	N/A	good
1	Mop Bucket	N/A	good
1	Dust pan	N/A	good
1	Dust mop stick	N/A	good
1	Duster	N/A	good
2	BROOM	N/A	good.
1	Carpet extractor		
	Model Tennat [N]	900747108449448	good.
1	Vacuum Cleaning	154 3031101	Bad
1	Vacuum Cleaning	154 3030944	Bad

One (1) copy for school site

One (1) copy for Property Control

**Non-Capital Inventory of
Furniture, Fixtures and Equipment
(Value under \$1,000)**

Page 3 of 5

School Name: Gerald Adams

) Building No. 1

Room No. 1-503

Principal/Director: _____

) Signature of Counter Nayelhu Pujal

Verifier's Signature: Nayelhu Pujal

) Date of Inventory: 4/27/19

*Custodian
1503*

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
	Robot Mop Head cost	N/A	good
	Broom	N/A	good
	Duster	N/A	good
	Dust mop stick	N/A	good
	Dust pan	N/A	good
	mop stick	N/A	good
	^{mop} Bucket	N/A	good
1	VACUUM SC 686	1404002236	good.

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

Page 4 of 5

School Name: Gerald Adams

) Building No. 1

Room No. 1-504

Principal/Director: _____

) Signature of Counter Nayehu Perpih

Verifier's Signature: Nayehu Perpih

) Date of Inventory: 2/27/19

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Rubber maid cart	N/A	good
1	mop Bucket	N/A	good
1	dust pan	N/A	good
1	Mop stick	N/A	good
1	dust mop stick	N/A	good
1	Broom	N/A	good
1	Duster	N/A	good
	VACUUM Model - VBP6	0228 A 0127	good

Custodian
1-504

One (1) copy for school site

One (1) copy for Property Control

Page 5 of 5

) Building No. 1

Room No. Cafeteria

Signature of Counter

) Date of Inventory:

Cafeteria

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: HOB) Building No. 7Room No. T-108

Principal/Director: _____

) Signature of Counter Maryann PappVerifier's Signature: Maryann Papp) Date of Inventory: 2/27/19

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
2	Wet Back Tenant	N/A	good
1	Burnisher PBU27KB	3000132689	No Good
1	Burnisher 680578	081040329	Bad
1	super stripes	210318-0415	Good
1	Low Speed FM 20 SS.	90073310630466	good
1	PROFORCE KC 1200XP	00347	good
1	PROFORCE KC 1200XP	00306	good
1	PROFORCE KC 1200XP	00001	good
1	VACUUM SC 884	1518013718	good.

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

Page 2 of 7

School Name: H O B

) Building No. 7

Room No. 7-500

Principal/Director: _____

) Signature of Counter Wayne P.

Verifier's Signature: Wayne Pujil

) Date of Inventory: 2/27/19

custodian
7-500

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
2	Ruber Maid Cast	N/A	Good
2	BROOMS	N/A	Good
2	DUST MOPS STICK	N/A	Good
2	MOP Buckets	N/A	Good
2	Dust pans	N/A	Good
2	Mops STICKS	N/A	Good
2	Dusters.	N/A	Good
1	Vacuump SC 684	1719013587	Good

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

Page 3 of 7

School Name: HOB

) Building No. 1

Room No. 1-501

Principal/Director: _____

) Signature of Counter Nayehu P

Verifier's Signature: Nayehu P

) Date of Inventory: 2/27/19

Custodian
1-501

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Albers Plastic plaid cart	N/A	good
1	Broart	N/A	good
1	Dust pan	N/A	good
1	dust mop	N/A	good
1	Map stick	N/A	good
1	^{map} Bucket	N/A	good
1	Duster	N/A	good
1	Vacuums SC 684	1543030589	good

One (1) copy for school site

One (1) copy for Property Control

Page 4 of 7

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: H O B

) Building No. 1

Room No. 1-502/2502

Principal/Director: _____

) Signature of Counter Wayne Payer

Verifier's Signature: Wayne Payer

) Date of Inventory: 2/27/19

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Vacuum SC684	1543031089	good
1	Robot maid cart	N/A	good
1	Map bucket	N/A	good
1	Broom	N/A	good
1	Dust pan	N/A	good
1	map stick	N/A	good
1	Dust map stick	N/A	good
1	Duster	N/A	good
1	cart maid mop bucket	N/A	good
1	Broom	N/A	good
1	Dust mop	N/A	good
1	Dust pan	N/A	good
1	map stick	N/A	good
1	Duster	N/A	good

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of
Furniture, Fixtures and Equipment
(Value under \$1,000)

Page 5 of 7

School Name: HOB) Building No. 2 Room No. 2-501
Principal/Director: _____) Signature of Counter Marylin Rujik
Verifier's Signature: Marylin Rujik) Date of Inventory: 2/27/19

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Rubber Maid Cort	N/A	good.
1	Dust pan	N/A	good
1	mop bucket	N/A	good
1	Dust mop stick	N/A	good
1	mop stick	N/A	good.
1	Duster	N/A	good
1	Broom	N/A	good
1	Rubber Maid Cort	N/A	good
1	Broom	N/A	good
1	Dust pan	N/A	good
1	Dust mop stick	N/A	good
1	mop bucket	N/A	good
1	Duster	N/A	good
1	mop stick	N	

custodian
2-501

custodian
3-501

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**Non-Capital Inventory of
Furniture, Fixtures and Equipment
(Value under \$1,000)**

page 6 of 7

5-500

School Name: H O B

) Building No. 4

Room No. 4-500

Principal/Director: _____

) Signature of Counter Nayela Puyik

Verifier's Signature: Nayela P.

) Date of Inventory: 2/27/19

*custodian
4-500*

*custodian
5-500*

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economic Repair
1	Rubber maid cart	N/A	good
1	mop Bucket	N/A	good
1	Broom	N/A	good
1	Dust mop stick	N/A	good
1	Dust pan	N/A	good
1	Mop stick	N/A	good
1	Rubber maid cart	N/A	good
1	mop Bucket	N/A	good
1	Broom	N/A	good
1	Dust pan	N/A	good
1	Dust mop stick	N/A	good
1	mop stick	N/A	good
1	Duster.	N/A	good

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

6-502

School Name: HOB) Building No. 6Room No. 6-501

Principal/Director: _____

) Signature of Counter Mayela BaylVerifier's Signature: Mayela Bayl) Date of Inventory: 2/27/19

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Rubber floor mat	N/A	good
1	Broom	N/A	good
1	Dust pan	N/A	good
1	map stick	N/A	good
1	Dust mopstick	N/A	good
1	Duster	N/A	good
1	Map Bucket	N/A	good
1	Rubber floor mat	N/A	good
1	Map Bucket	N/A	good
1	Dust pan	N/A	good
1	Broom	N/A	good
1	Map stick	N/A	good
1	Dust mopstick	N/A	good
1	Duster	N/A	good

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of
Furniture, Fixtures and Equipment
(Value under \$1,000)

Page 1 of 8

School Name: KLS) Building No. _____ Room No. 411 & 1-501
Principal/Director: Mario Jimenez) Signature of Counter X)
Verifier's Signature: [Signature]) Date of Inventory: 2/27/19

Custodial Closet
#411 Admin


Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Rubbermaid maid cart	N/A	Good
1	Mop stick	N/A	Good
1	Dust mop	N/A	Good
1	Mop Bucket	N/A	Good
1	Vacuum/Senitaire	model SC684 Serial 1648029205	Good
1	Duster	N/A	Good
1	Broom	N/A	Good
1	Dustpan	N/A	Good
3	Wet floor signs	N/A	Good
1	Rubbermaid Maid Cart		
1	Scraper pole	N/A	Good
1	Dust pan	N/A	Good
1	Broom	N/A	Good
2	dust mop Poles	N/A	Good

1-501

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: KLS) Building No. Room No. 1-501 & 1-500
 Principal/Director: ^{ADM} Mario Lima) Signature of Counter 
 Verifier's Signature: A. Lima) Date of Inventory: 2/27/2019

Custodial Closet

#1-501

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	mop stick	N/A	Good
1	mop bucket	N/A	Good
1	vacuum Sanitaire	model SC684 Serial: 1714009650	Good
1	duster	N/A	Good
3	wet flr. Sign	N/A	Good
1	Rabbermaid Maidcart	N/A	Good
1	Mop Bucket	N/A	Good
1	Mop Stick	N/A	Good
1	Dust mop stick	N/A	Good
1	Broom	N/A	Good
2	wet flr. Sign	N/A	Good
1	dust pan	N/A	Good

- #1-500

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: R.L.S.) Building No. _____ Room No. 1-505 1-506
 Principal/Director: ^{ABM} Mario Lima) Signature of Counter [Signature]
 Verifier's Signature: [Signature]) Date of Inventory: 2/29/2019

Custodial Closet
1-505

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Rubbermaid Maid Cart	N/A	Good
1	Broom	N/A	Good
1	mop s stick	N/A	Good
1	Dust mop stick	N/A	Good
1	Mop Bucket	N/A	Good
1	vacuum/sanitaire	Model: SC 684 Serial: 16486229226	Good
1	Rubbermaid Maid Cart	N/A	Good
1	mop bucket	N/A	Good
2	mop sticks	N/A	Good
1	Duster	N/A	Good
1	broom	N/A	Good
1	dust pan	N/A	Good
1	dust mop	N/A	Good
2	Wet flr. signs	N/A	Good

1-506

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: K.L.S.

) Building No. _____

Room No. #1-506Principal/Director: ABM Mario Lima) Signature of Counter: [Signature]Verifier's Signature: [Signature]) Date of Inventory: 2/27/2019

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	vacuum/Proforce	Model: 1200XP Serial: 1819KC00267	Good
1	Rubbymaid Maid cart	N/A	Good
1	Broom	N/A	Good
1	Dust pan	N/A	Good
3	Wet floor signs	N/A	Good
1	Mop Bucket	N/A	Good
1	Scraper pole	N/A	Good
1	Mop stick	N/A	Good
1	duct mop stick	N/A	Good
1	dust pan	N/A	Good
1	Broom	N/A	Good
1	Maid Cart	N/A	Fair
1	Mop Bucket	N/A	Good

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: KLS) Building No. _____ Room No. Gym Area # 1502
Principal/Director: ABM Mario Lima) Signature of Counter [Signature] # 1-504
Verifier's Signature: Mario Lima) Date of Inventory: 1/27/2019

Custodial Closet
Gym

1-502

1-504

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	dust mop	N/A	Good
1	VACUUM/sanitaire	model: SC684 Serial: 1606003608	Good
1	Maid Cart	N/A	Good
1	Mop Bucket	N/A	Good
1	Mop stick	N/A	Good
1	Broom	N/A	Good
1	dust mop	N/A	Good
1	scraper pole	N/A	Good
3	Wet floor signs	N/A	Good
1	Vacuum/sanitaire	model: SC684 Serial: 1542030183	GOOD
1	Rubber Maid Maid Cart	N/A	Good
1	Mop Bucket	N/A	Good
1	Dust mop	N/A	Good

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: K.L.S.) Building No. _____ Room No. #1-504 & 6-501
 Principal/Director: ABM Mario Lima) Signature of Counter [Signature]
 Verifier's Signature: [Signature]) Date of Inventory: 2/27/2019

Custodial Closet
#1-504

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Mop stick	N/A	Good
1	Broom	N/A	Good
1	Dust pan	N/A	Good
1	Scraper pole	N/A	Good
1	Vacuum Sanitine	Model: SC 684 Serial: 1422014787	Good
1	Rubbermaid Maid Cart	N/A	Good
1	Mop Bucket	N/A	Good
1	Dust mop	N/A	Good
1	Broom	N/A	Good
1	scraper pole	N/A	Good
3	dusters	N/A	Good
1	Dust Pan	N/A	Good
1	Mop stick	N/A	Good
1	Vacuum Sanitine	Model: SC 684 Serial: 1714009676	Good

#6-501

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: K.L.S.

) Building No. _____

Room No. #5-500 #11-500

Principal/Director: ABM Mario Lima

) Signature of Counter [Signature]

Verifier's Signature: [Signature]

) Date of Inventory: 2/27/2019

Wet Floor Closet
#5-500

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Maid cart	N/A	Good
1	Mop Bucket	N/A	Good
1	Mop stick	N/A	Good
1	dust Mop	N/A	Good
1	dust Pan	N/A	Good
1	Broom	N/A	Good
1	duster	N/A	Good
2	Mop Bucket	N/A	Good
14	Wet floor signs	N/A	Good
7	Dust pans	N/A	Good
7	Brooms	N/A	Good
2	Dust mops	N/A	Good
2	Mop Sticks	N/A	Good
2	Scraper poles	N/A	Good

#11-500

One (1) copy for school site

One (1) copy for Property Control

) Date of Inventory: 2/27/2019

[illegible]

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: Administration

) Building No. _____

Room No. 210/108

Principal/Director: _____

) Signature of Counter _____

Verifier's Signature: _____

) Date of Inventory: _____

2/27/2019

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Rubbermaid maid cart	N/A	good
1	Broom	N/A	good
1	dust pan	N/A	good
1	Dust mop stick	N/A	good
1	mop stick	N/A	good
1	mop Bucket	N/A	good
1	Duster	N/A	good
1	SC684 Vacuum	1607004005	Good
1	Rubber maid maid cart	N/A	good
1	Broom	N/A	good
1	dust pan	N/A	good
1	Dust mopstick	N/A	good
1	mop stick	N/A	good
1	Duster	N/A	good
1	M-MC684 Vacuum	1404002239	Good
			good

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: Maintenance & Transportation Building No. _____ Room No. N/A
Principal/Director: _____) Signature of Counter Wahyeha Peryl
Verifier's Signature: Wahyeha Peryl) Date of Inventory: 2/27/19

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	mop Bucket	N/A	good
1	Broom	N/A	good
1	Dust mop Stick	N/A	good
1	Dust pan	N/A	good
1	Dust pan	N/A	good
1	mop Bucket	N/A	good
1	Broom	N/A	good
1	Dust mop Stick	N/A	good
1	Dust pan	N/A	good
2	mop Stick	N/A	good

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: Adult Education/TIDES Building No. N/A Room No. N/A
Principal/Director: _____ Signature of Counter Wayne R. Rye
Verifier's Signature: Wayne R. Rye Date of Inventory: 2/27/19

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Vacuum Sanitaire	1542030145	good
1	Broom	N/A	good
2	mop stick	N/A	good
1	Dust Pan	N/A	good
1	Mop Bucket	N/A	good
1	Mop Bucket	NA	good
1	Dust Pan	NA	good
1	Duster	NA	good
1	Dust mop stick	NA	good
1	Broom	NA	good
1	Mop stick.	N/A	good

One (1) copy for school site

One (1) copy for Property Control

Adult Education

TIDES Building

Non-Capital Inventory of
Furniture, Fixtures and Equipment
(Value under \$1,000)

School Name: Tommy Roberts Stadium & Rex weech Field) Building No. N/A Room No. N/A
Principal/Director: _____) Signature of Counter Margeline Papi
Verifier's Signature: Margeline Papi) Date of Inventory: 2/27/19

Custodian
Field

[illegible]

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: KW H

) Building No. 4

Room No. Receiving Room

Principal/Director: _____

) Signature of Counter Nayalan Pajil

Verifier's Signature: Nayalan Pajil

) Date of Inventory: 2/27/2019

Building 4
Receiving
Area

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	FM 20 SS Low Speed	900733-1080987	Good
1	Burnisher Model 20XP	GF1898	Good
1	VACUUM 86883 E3	1317007083	Bad
2	Tenax Wet Bag	NA	Good.
1	Rubber mat made cort.	NA	Good.
1	Pressure wash Model PS4033	PS4033 S34522LT	Good.
1	Wet Back VWD-15	900870 10828998	Good
1	Carpet extractor EX SC 1020	900748 10630804	Bad

One (1) copy for school site

One (1) copy for Property Control

Note - At KW H custodian closets
dont have Numbers. on doors.

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: KW H

) Building No. _____ Room No. _____

Principal/Director: _____

) Signature of Counter Wayne PearlVerifier's Signature: Wayne Pearl

) Date of Inventory: _____

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	made cort Rubber Matted	N/A	good
1	Broom	N/A	good
1	Dust mop stick	N/A	good
1	Mop Bucket	N/A	good
1	Duster	N/A	good
1	vacuum Dust pan	N/A	good
1	Mop stick	N/A	good
1	made cort Rubber matted	N/A	good
1	dust pan	N/A	good
1	Mop Bucket	N/A	good
1	Duster	N/A	good
1	Mop stick	N/A	good
1	Broom	N/A	good
1	Dust mop stick	N/A	good

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: K.W.H.

) Building No. _____ Room No. _____

Principal/Director: _____

) Signature of Counter Mayela PujilVerifier's Signature: Mayela Pujil

) Date of Inventory: _____

Custodian

Build 3
Custodian

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economic Repair
1	Made cart Rubber maid	N/A	Good
1	Broom		
1	Dust mop stick	N/A	Good
1	Mop stick		
1	Dust pan	N/A	Good
1	VACUUM - SD6884	151712552	Good
1	Mop Bucket	N/A	Good
1	Duster	NA	good
3	Made cart Rubber maid	N/A	good
3	Brooms		
3	Dust mop sticks	N/A	good
3	Dusters		
3	Dust pans	N/A	good
3	Mop Buckets	N/A	good
1	VACUUM - SD6884	1626015948	good
2	Made cart		
2	Brooms	N/A	good
2	Dust mop stick		
2	Dusters	N/A	good
2	Dust pans		
2	Mop Buckets	N/A	good

Custodian

Build 4
First &
Second FloorCustodian
Build 1
Second &
1st Floor

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: M.I.S.

) Building No. _____

Room No. 6114 & 1117

Principal/Director: ABM Mario Lima

) Signature of Counter [Signature]

Verifier's Signature: Mario Lima

) Date of Inventory: 2/27/2019

Custodial Closets

#6114
Custodial Receiving

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Pioneer Eclipse Propane Burnisher	Model: ST24 KWA 65716	fair
1	Vacuum/Sanitaire	Model: SC886 Serial: 109004349	obsolete
1	low speed Tennant Tennant	Model: FM-20-SS Serial: 900733-10829864	Good
2	Wet Vac	N/A	fair
1	High Speed Electric	Advolution 20XP No serial#	fair
10	Dust mop pdes	N/A	Good
10	Mop handles	N/A	Good
1	Pressure Honda Pressure cleaner	Model: CA04-0MHB Serial: 10164070	Good
1	Rubbermaid Maid Cart	N/A	Good
1	mop Bucket	N/A	Good
1	Mop Stick	N/A	Good
1	Dust Mop Stick	N/A	Good
1	Broom	N/A	Good
1	Scraper Pole	N/A	Good

#1117

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: M.H.S.

) Building No. _____

Room No. #117 #2113

Principal/Director: Mario Lima

) Signature of Counter [Signature]

Verifier's Signature: [Signature]

) Date of Inventory: 02/27/2019

Custodial Closet
1117

#2113

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Wet flr. sign	N/A	Good
1	Dust pan	N/A	Good
1	duster	N/A	Good
1	Rubber maid Maid Cart	N/A	Good
1	Mop Bucket	N/A	Good
1	Mop stick	N/A	Good
1	Dust Mop stick	N/A	Good
1	Broom	N/A	Good
1	Scraper Pole	N/A	Good
1	Wet flr. sign	N/A	Good
1	Dust pan	N/A	Good
1	Broom	N/A	Good
1	Scraper Pole	N/A	Good
2	Dusters	N/A	Good

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: M.H.S.

) Building No. _____

Room No. #1223 And #2213

Principal/Director: ABM Mario Lima

) Signature of Counter [Signature]

Verifier's Signature: Mario Lima

) Date of Inventory: 7/27/2019

Custodial Closet
#1223

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Rubbermaid Maid Cart	N/A	Good
1	Mop Bucket	N/A	Good
1	Mop Stick	N/A	Good
1	Dust Mopstick	N/A	Good
1	Broom	N/A	Good
1	Scraper Pole	N/A	Good
2	Wet Fl. signs	N/A	Good
1	Dust pan	N/A	Good
2	Dusters	N/A	Good
1	Rubbermaid Maid Cart	N/A	Good
1	Mop Bucket	N/A	Good
1	Mop stick	N/A	Good
1	Dust Mop stick	N/A	Good

#2213

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: M.H.S.

) Building No. _____

Room No. #2213 & #2304Admin/Director: Mario Lima) Signature of Counter [Signature]Verifier's Signature: Mario Lima) Date of Inventory: 02/28/19Custodial Closets
2213

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economic Repair
1	Broom	N/A	Good
1	Scraper Pole	N/A	Good
2	Wet flr. Signs	N/A	Good
1	Dust Pan	N/A	Good
1	Duster	N/A	Good
1	Rubbermaid maid Cart	N/A	Good
1	Mop Bucket	N/A	Good
1	Mop stick	N/A	Good
1	Dust Mop stick	N/A	Good
1	Broom	N/A	Good
1	Scraper Pole	N/A	Good
1	Wet flr. Signs	N/A	Good
1	Dust Pan	N/A	Good
1	Duster	N/A	Good

#2304

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: M.H.S.

) Building No. _____

Room No. #3101A & #3109

ADM./Director: Maria Lima

) Signature of Counter [Signature]

Verifier's Signature: [Signature]

) Date of Inventory: 2/28/19

Custodial Closet
#3101A

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Rubbermaid Maid Cart	N/A	Good
1	Map Bucket	N/A	Good
1	Map stick	N/A	Good
1	Dust Map stick	N/A	Good
1	Broom	N/A	Good
1	Scraper Pole	N/A	Good
1	Wet Flr. Sign	N/A	Good
1	Dust Pan	N/A	Good
1	Duster	N/A	Good
1	Rubbermaid Maid Cart	N/A	Good
1	Map Bucket	N/A	Good
1	Map stick	N/A	Good
1	Dust Map stick	N/A	Good
1	Broom	N/A	Good

#3109

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: M.H.S.

) Building No. _____

Room No. #3109 & 4112

ABM Director: Maria Lima

) Signature of Counter [Signature]

Verifier's Signature: Maria Lima

) Date of Inventory: 7/28/2019

Custodial Closet
#3109

4112

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Scraper Pole	N/A	Good
1	Wet Flr. Signs	N/A	Good
1	Dust Pan	N/A	Good
1	Duster	N/A	Good
1	Rubbermaid Mail Cart	N/A	Good
1	Mop Bucket	N/A	Good
1	Mop Stick	N/A	Good
1	Dust Mop Stick	N/A	Good
1	Broom	N/A	Good
1	Scraper Pole	N/A	Good
2	Wet Flr. Signs	N/A	Good
1	Duster	N/A	Good
1	Dust Pan	N/A	Good

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: M.H.S

) Building No. _____

Room No. #4213 & #7106

ABM /Director: Mario Lima

) Signature of Counter [Signature]

Verifler's Signature: Mario Lima

) Date of Inventory: 2/28/2019

Custodial Closet
#4213

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Rubbermaid Maid Cart	N/A	Good
1	Mop Bucket	N/A	Good
1	Mop stick	N/A	Good
1	Dust Mop stick	N/A	Good
1	Broom	N/A	Good
1	Scraper Pole	N/A	Good
2	Wet Flr. Signs	N/A	Good
1	Dust Pan	N/A	Good
1	Dusters	N/A	Good
1	Rubbermaid Maid Cart	N/A	Good
1	Mop Bucket	N/A	Good
1	Mop stick	N/A	Good
1	Dust Mop stick	N/A	Good
1	Broom	N/A	Good

#7106

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: M.H.S.

) Building No. _____

Room No. #7106 & #7201AABM Director: Mario Lima) Signature of Counter [Signature]Verifier's Signature: Mario Lima) Date of Inventory: 2/28/2019Custodial Closet
7106

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Scraper Pole	N/A	Good
1	Wet flr. Sign	N/A	Good
1	Dust Pan	N/A	Good
1	Duster	N/A	Good
1	Rubbermaid Maid Cart	N/A	Good
1	Mop Bucket	N/A	Good
1	Mop Stick	N/A	Good
1	Duster Mop stick	N/A	Good
1	Broom	N/A	Good
1	scraper pole	N/A	Good
1	wet flr. signs	N/A	Good
1	Dust Pan	N/A	Good
1	Duster	N/A	Good

7201A

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: M.H.S.

) Building No. _____

Room No. #7301 #5104 #5120
#6202 #1117

ABM Director: Mario Lima

) Signature of Counter [Signature]

Verifier's Signature: Mario Lima

) Date of Inventory: 2/28/2019

Custodial Closet
#7301

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Rubbermaid Maid Cart	N/A	Good
1	Mop Bucket	N/A	Good
1	Mop Stick	N/A	Good
1	Duster Mopstick	N/A	Good
1	Broom	N/A	Good
1	Scraper Pole	N/A	Good
1	Wet floor Signs	N/A	Good
1	Dust Pan	N/A	Good
1	Duster	N/A	Good
1	Sanitaire Vacuum	model: SC886 Serial: 1132016801	Good
1	Sanitaire Vacuum	model: 684 Serial: 154303580	Fair
1	Sanitaire Vacuum	model: SC884 Serial: 1535025150	Good
1	Sanitaire Vacuum	model: 5C684 Serial: 1542030173	Fair

#5104
#5120
#6202
#1117

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: P125

) Building No. _____

Room No. 150804507Principal/Director: Mario Lino) Signature of Counter MFVerifier's Signature: MF) Date of Inventory: 2/27/19

Custodial Closet

1-508

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	pro team Emerson vacuum 12XP	121LE43484	Good
1	Broom	N/A	Good
1	Dust pan	N/A	Good
1	Maid Cart	N/A	Good
1	Rubbermaid Mop Bucket	N/A	Good
1	mop stick	N/A	Good
1	Wanter	N/A	Good
3	mop sticks	N/A	Good
2	Dust pans	N/A	Good
1	Broom	N/A	Good
1	Mop Bucket	N/A	Good
1	Rubbermaid Maid Cart	N/A	Good
1	Dust mop stick	N/A	Good
1	pro team Emerson vacuum (model mXP)	1212043484	Good

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

page 4

School Name: _____

) Building No. _____

Room No. 1-507 1-501

Principal/Director: _____

) Signature of Counter: [Signature]

and 1-506

Verifier's Signature: _____

) Date of Inventory: 2/27/19

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
# 1-507 1	Screper stick	N/A	fair
1	Tire gripper	N/A	Good
# 1-501 1	Map stick	N/A	Good
2	Brooms	N/A	Good
1	Dust pan stick	N/A	Good
2	Dusters	N/A	Good
1	Mop Bucket	N/A	Good
1	Rubbermaid, Metal Cart	N/A	Good
1	Dust pan	N/A	Good
1-506 1	Sanitaire Vacuum model: SC684	1719013559	Obsolete / Broken
1	Carpet Tennant Extractor model: EX-SC-716	90074810847426	Good
2	Low unrecable speed tags	N/A	Good
1			

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: PKS

) Building No. _____ Room No. _____

Principal/Director: Mam) Signature of Counter [Signature]Verifier's Signature: [Signature]) Date of Inventory: 12/27/19

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Back V-BP-6 model Back vacuum Tennant	18A1306130	New
1	Back V-BP-6 model Back vacuum Tennant	18A1306131	New
1	Auto Tennant scrubber Model T-500E	10938325	N/EW
2	Maid Carts Rubbermaid	N/A	Good
1	mop Bucket	N/A	Good
2	Mop Sticks	N/A	Good
4	Brooms	N/A	Good
1	Rake	N/A	Good
2	Dustpans	N/A	Good
3	Mop Sticks	N/A	Good
1	mop Bucket	N/A	Good
3	Dustpans	N/A	Good
4	Brooms	N/A	Good
1	Dust mop stick	N/A	Good

One (1) copy for school site

One (1) copy for Property Control

) Date of Inventory: 2/27/19

1-502

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

Page 1 of 4

School Name: Poinciana

) Building No. 1

Room No. 1-080

Principal/Director: _____

) Signature of Counter Mayelise Pregel

Verifier's Signature: Mayelise Pregel

) Date of Inventory: 2/27/19

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Rubber Mallet	N/A	good
1	Mallet cost	N/A	good
1	BROOM	N/A	good
1	dust pan	N/A	good
1	duster	N/A	good
1	mop stick	N/A	good
1	mop Bucket	N/A	good
1	Dust mop stick	N/A	good
1	VACUUM		
1	Sanitaire		
1	SC 886	1132017081	good
1	Rubber mallet		good
1	cost		good
1	dust pan		good
1	mop BUCKET		good
1	Dust mop stick		good
1	mop stick		good
1	duster		good
1	Vacuum		good
1	Sanitaire		good
1	Model-SC684	1626015953	good

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

Page 2 of 4

School Name: Poinciana

) Building No. 1 Room No. 1-081

Principal/Director: _____

) Signature of Counter Wayne Pyle

Verifier's Signature: Wayne Pyle

) Date of Inventory: 2/27/19

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
2	Robot maid cart	N/A	good
2	dust mops	N/A	good
2	dust pans	N/A	good
2	Brooms	N/A	good
2	Dusters	N/A	good
2	mop Buckets	N/A	good
2	Dust mop sticks	N/A	good
2	mop sticks	N/A	good
1	Proforce 1200XP	182415600099	good
1	Proforce 1200XP	181915000335	Bad

One (1) copy for school site

One (1) copy for Property Control

custodian
1-081

**Non-Capital Inventory of
Furniture, Fixtures and Equipment
(Value under \$1,000)**

Page 3 of 4

School Name: Poinciana

) Building No. 1

Room No. 1-083

Principal/Director: _____

) Signature of Counter Margaret Perry

Verifier's Signature: Margaret Perry

) Date of Inventory: 2/27/19

*Custodian
1-083*

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
2	Rubbermaid cart	N/A	good
2	Busters	N/A	good
2	Mop Buckets	N/A	good
2	Dust Pans	N/A	good
2	Mop sticks	N/A	good
2	dust mop stick	N/A	good
3	BROOMS	N/A	good
	Sanitaire Vacuum		
	SC684	1607003987	good
	Sanitaire Vacuum		
	SC684	1404002128	good

One (1) copy for school site

One (1) copy for Property Control

**Non-Capital Inventory of
Furniture, Fixtures and Equipment
(Value under \$1,000)**

Page 4 of 4

School Name: Poinciana

) Building No. 1

Room No. Receiving

Principal/Director: _____

) Signature of Counter Wynne Ray

Verifier's Signature: Wynne Ray

) Date of Inventory: 2/27/19

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Low speed scrub reach. Nobles	900288 30011737	Good.
1	Burnish Machine FH 500V. 17.0	Xm220024151 700805	Good
1	Tennant nobles scrubber	900733 10809500	Good.
1	Wet Vacuum By Tennant	N/A	Good.
1	Minute man scrubber machine	83422	Good.

One (1) copy for school site

One (1) copy for Property Control

*custodian
Receiving*

**Non-Capital Inventory of
Furniture, Fixtures and Equipment
(Value under \$1,000)**

School Name: Reynolds

) Building No. _____

Room No. NA

Principal/Director: Margaret Foster

Signature of Counter

Verifier's Signature: Margaret H

) Date of Inventory: 2/27/2019

[illegible]

One (1) copy for school site

One (1) copy for Property Control

**Non-Capital Inventory of
Furniture, Fixtures and Equipment
(Value under \$1,000)**

Page 1 of 3

4116

School Name: Sugar Land

) Building No. 4

Room No. 004

Principal/Director: _____

) Signature of Counter Mayela Ruiz

Verifier's Signature: Mayela Ruiz

) Date of Inventory: 2/27/19

Storage
004

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Burnisher 400B021BSu	001637	good
1	Carpet Extractor EX-SC 716	900733 10788799	good
1	Low Speed Scrubber FM-20-50	900733 10788799	good
1	Wet Back Vacuum	391869	good
1	Pressure Wash Mod-CA 4004 8MAB	10164074	good

Storage
Inflammable
4116

One (1) copy for school site

One (1) copy for Property Control

**Non-Capital Inventory of
Furniture, Fixtures and Equipment
(Value under \$1,000)**

Page 2 of 3

School Name: Sage Loaf

) Building No. 1 & 2

Room No. 1146
2-136

Principal/Director: _____

) Signature of Counter Wayden Puyil

Verifier's Signature: Wayden Puyil

) Date of Inventory: 2/27/19

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Rubber Mop Cart	N/A	good
1	Broom	N/A	good
1	Dust pan	N/A	good
1	Mop Bucket	N/A	good
1	Dust mop stick	N/A	good
1	mop stick	N/A	good
1	Duster	N/A	good
1	VACUUM SC 884	1517012555	good
1	Rubber Mop Cart	N/A	good
1	Broom	N/A	good
1	Dust pan	N/A	good
1	Mop Bucket	N/A	good
1	Dust mop stick	N/A	good
1	Mop stick	N/A	good
1	Duster	N/A	good

custodial
1-146

custodial
2-136

**Non-Capital Inventory of
Furniture, Fixtures and Equipment
(Value under \$1,000)**

Page 3 of 3

School Name: Sugar Leaf) Building No. 1 & 4 Room No. 1246
Principal/Director: _____) Signature of Counter Wayne P
Verifier's Signature: Wayne P) Date of Inventory: 2/27/19

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economic Repair
3	mops	N/A	good
2	mop Buckets	N/A	good
2	Dust pan	N/A	good
3	BROOMS	N/A	good
2	Dust mop sticks	N/A	good
1	vacuum SC886	1349024748	good
1	Duster	N/A	good
1	Ruber Maid Cart	N/A	good
1	BROOM	N/A	good
1	Dust pan	N/A	good
1	mop stick	N/A	good
1	post mop stick	N/A	good
1	Mop Bucket	N/A	good
1	Vacuum.		good
	SC 886	1132017073	

Carpeting
4-137

Custodian
1246

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: SSC

) Building No. _____

Room No. #C-109

Principal/Director: ABM

) Signature of Counter [Signature]

Verifier's Signature: Marco Luma

) Date of Inventory: 2/27/2019

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	low speed Minute man	No serial tag or model	Broken
1	low speed Tennant	900733-10690393	Broken
1	low speed Tennant	No serial/No tag	Fair
2	Wet Vacs Tennant	No serial/No tag	Fair
1	Carpet Extractor Tennant	model: 1000552 Serial: 10293903	Good
1	Carpet Extractor Tennant	model serial	Good
3	Rubber maid Maid Parts	N/A	Good
1	Proforce Vacuum	model: 1200XP serial: 1819KC0042	Fair
2	Wet floor Signs	N/A	Good
2	Dust mops	N/A	Good
3	Brooms	N/A	Good
1	Mop Bucket	N/A	Good
2	Dusters	N/A	Good
2	Dust Pans	N/A	Good
		N/A	Good

One (1) copy for school site

One (1) copy for Property Control

Custodial Closet

C-109
Custodial Receiving

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: S.S.E.

) Building No. _____ Room No. #010

ABM / Director: Mario Pina

) Signature of Counter Mario Pina

Verifier's Signature: [Signature]

) Date of Inventory: 2/28/2019

Custodial Closet
#010

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	maid Cart	N/A	Fair
1	Mop Bucket	N/A	Good
1	Mop Stick	N/A	Good
1	Dust Mop Stick	N/A	Good
1	Broom	N/A	Good
1	Scrappe Pole	N/A	Good
1	Wet floor sign	N/A	Good
1	Dust Pan	N/A	Good
1	Duster	N/A	Good
1	Sanitaire Vacuum	Model: SC886 Serial: 1548029805	Good

One (1) copy for school site

One (1) copy for Property Control

Non-Capital Inventory of Furniture, Fixtures and Equipment (Value under \$1,000)

School Name: S.S.E.

) Building No. _____

Room No. #005

ABM Director: Mario Lima

) Signature of Counter [Signature]

Verifier's Signature: [Signature]

) Date of Inventory: 2/28/2019

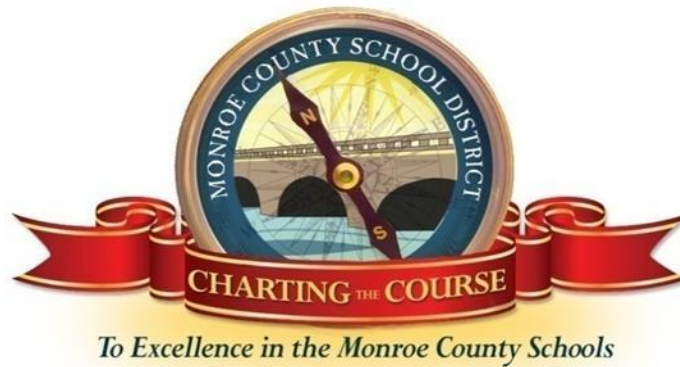
Custodial Closet

Quantity	Description: Include Name, Model Number, Manufacturer	Serial Number	Condition: New, Good, Poor Fair, Obsolete, Surplus, Beyond Economical Repair
1	Mop Bucket	N/A	Good
1	Mop Stick	N/A	Good
1	Dust Mop Stick	N/A	Good
1	Broom	N/A	Good
1	Scraper Pole	N/A	Good
1	Wet Flr. Sign	N/A	Good
1	Dust pan	N/A	Good
1	Duster	N/A	Good
1	Sanitaire Vacuum	mode 30886 serial: 1621011020	fair

One (1) copy for school site

One (1) copy for Property Control

MARK T. PORTER
Superintendent of Schools



Members of the Board

District # 1
BOBBY HIGHSMITH
Chairman

District # 2
ANDY GRIFFITHS

District # 3
MINDY CONN
Vice-Chairman

District # 4
JOHN R. DICK

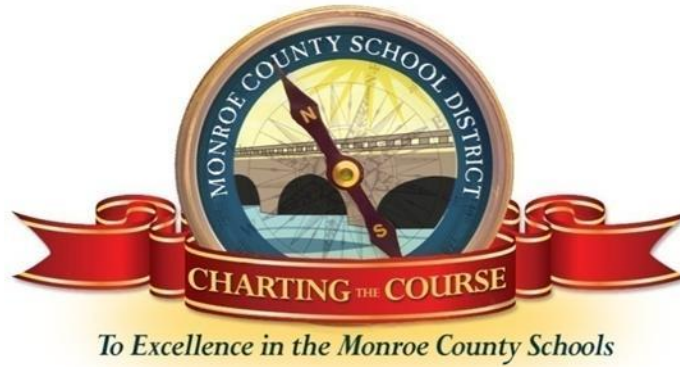
District # 5
SUE WOLTANSKI

Bid No: RFP 2019914
Name of Bid: Custodial Services
Post Date: 2/21/19
Notice Post Time: 4:30 PM

Q&A No.1

1. Confirm prebid is 2/19 @ 9AM? **Middle and upper keys was February 19, 2019 at 9:00 AM. Key West area was February 20, 2019 at 8:00 AM**
2. Who is currently providing services for all the schools? **ABM Services**
3. How much is the contractor currently billing per school? **The current contract that includes this information is posted here:**
<https://www.keysschools.com/cms/lib/FL02202360/Centricity/domain/36/contracts/ABM%20Contract%20Renewal%20Custodial%20Services%206.12.18.pdf>
4. Are the bid specifications the same as the last time this was bid? **No**
5. Is the school district satisfied with the current cleaning conditions of the schools? **The current contractor is performing within contract specifications.**
6. Will school district allow increases in contract should minimum wage increase? **Only prescheduled pricing changes will be considered. See page 30 of the RFP, Annual Escalation Rates.**
7. Are current custodial staff part of any service union? **No**
8. Please provide a copy of the sign in sheets from the prebids. **These are posted both on www.demandstar.com and www.keysschools.com/competitivesolicitations**

MARK T. PORTER
Superintendent of Schools



Members of the Board

District # 1
BOBBY HIGHSMITH
Chairman

District # 2
ANDY GRIFFITHS

District # 3
MINDY CONN
Vice-Chairman

District # 4
JOHN R. DICK

District # 5
SUE WOLTANSKI

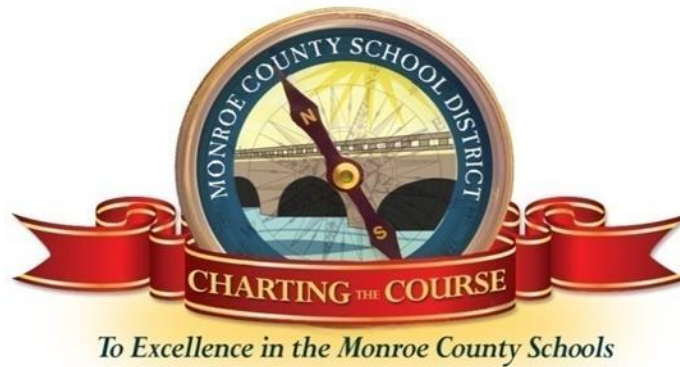
Bid No: RFP 2019914
Name of Bid: Custodial Services
Post Date: 2/26/19
Notice Post Time: 4:00 PM

Q&A No.2

1. Staffing - The RFP states that the vendor will provide one FTE per 26,000 sq. feet for academic sites and 40,000 sq. feet for administrative - Are day porters included in these numbers? **Yes, this includes all cleaning staff. Please note that this is a minimum, not a recommendation of staffing. Each vendor should determine what level of staffing is required and explain their reasoning in the proposal.**

****Please note: All questions regarding this bid must be submitted by 2/28/19 at 5:00 PM.**

MARK T. PORTER
Superintendent of Schools



Members of the Board

District # 1
BOBBY HIGHSMITH
Chairman

District # 2
ANDY GRIFFITHS

District # 3
MINDY CONN
Vice-Chairman

District # 4
JOHN R. DICK

District # 5
SUE WOLTANSKI

Bid No: RFP 2019914
Name of Bid: Custodial Services
Post Date: 3/5/19
Notice Post Time: 4:00 PM

Q&A No.3

1. Equipment - Can the District provide a current listing of equipment including age and what is currently at each location listed in the RFP? *An inventory list for each site has been posted separately which includes the condition, but not age. This is an approximation and not a guarantee of what will actually be available at each site as items could be moved, purchased, or broken before the new contract begins.*
2. Equipment - Is 100% of the current on site “durable” cleaning equipment owned by the District? *The majority is owned by the District, however, the current contractor has approximately five auto scrubbers and seven gasoline powered blowers that they own on the school sites.*
3. Will we need to supply our own ladders for bulb replacement? *Yes, many ladders exist at the sites now and belong to the district for custodial use. Replacement ladders or additional ladders are to be provided by this contractor per the conditions in Section IV. F and G of the original bid document.*
4. Will wooden Gym floor resurfacing be part of this bid? *Gym floor resurfacing or refinishing is not included in this bid, however, this contractor is responsible for all cleaning activities associated with the gym floors. If the contractor damages the floor in cleaning they would be responsible for repairs that could include resurfacing or refinishing.*
5. Will we need to clean classroom equipment – Aquarium and science equipment? *This activity is not specified in the routine cleaning requirements, but these tasks or many other similar tasks could be requested by the school as part of their day custodian’s activities or four hour per day extra duties. See Section II. D. 3 and 4 of the original bid document for details.*

INTERNAL SERVICES DEPARTMENT
Purchasing | Property | Contracts | Records Management Divisions
241 Trumbo Road | Key West, FL 33040 | O: (305) 293-1400 | F: (305) 293-1408
www.KeysSchools.com

6. What are the current monthly charges for the Upper, Middle, and Lower Key contracts – or the collective Cost? **\$2,373,717.75 for district wide services. Please note that this is for a different scope of work than what is being requested now. Here is the link for the current contract:**
<https://www.keysschools.com/cms/lib/FL02202360/Centricity/domain/36/contracts/ABM%20Contract%20Renewal%20Custodial%20Services%206.12.18.pdf>
7. The RFP mentions that all the vendors employees will need to be given and ID badge by the district. A.) What is, if any, the cost of this per employee and B.) How long does this process take? **Please familiarize yourself with the Jessica Lunsford Act required as part of this contract. The district website provides general information on this topic at <https://fl02202360.schoolwires.net/Page/534>. Below is the link indicating the cost and procedure for individual badging. Please note that the time varies based on the individual and their background. Complicated backgrounds take more time and may be denied.**
<https://fl02202360.schoolwires.net/site/handlers/filedownload.ashx?moduleinstanceid=1571&dataid=5838&FileName=PROCEDURES%20FOR%20VENDOR-CONTRACTOR%20-%20revised%202018.pdf>
8. Can you please provide us with an approximate student count and staff count for each location? **See table below.**

Location Name & Address	Approximate Staff Count	Approximate Student Count
Key Largo School	103	857
Coral Shores School	77	717
Plantation Key School	65	519
Upper Keys Administration Annex, Maintenance, and Transportation	40	N/A
Marathon School	93	651
Stanley Switlik School	74	610
Sugarloaf School *Staff count includes all ESE staff even those at other locations	118	608
Gerald Adams School	83	573
Poinciana School	93	592
Key West High School	131	1245
Sigsbee School *Ties Building only	Included in KWHS Numbers	Included in KWHS Numbers

Horace O'Bryant School *Staff count includes all IT staff even those at other locations	159	1133
Reynolds School *Occupied by the Boys & Girls Club	N/A	N/A
Lower Keys Administration / Transportation / Adult Education *Staff count includes some staff with offices at other locations	105	N/A
Lower Keys Maintenance Building	16	N/A

9. Please provide how many work days you are requiring a full labor force; the RFP mentions 254 Operational days a year and 196 school days a year. Should we have full staff for all 254 days or just the 196 school days and adjust according during break periods? **We are hiring this contractor to accomplish the task described in the specification. The minimum number of days is 254, more days or more staff per day than the minimums listed may be needed to do the job correctly. The contractor will be held responsible for accomplishing the work described, not just the number of days or employees worked. Those are only shown as minimums.**

10. **Key Largo School Mile 105**

- Total number of restrooms? **Approximately 84 of various sizes, however, prospective contractors are encouraged to visit the sites to gather information they may need to prepare their proposal.**
- Is the daytime porter in addition to the 9 night cleaners? **See Q&A No. 2 and question #9 above.**
- Please provide a breakdown of the floor type square footage. How many square feet of VCT? Carpet?, Cement? Etc. **Approximately 40,165 square feet of concrete, 13,263 square feet of carpet, 128,461 square feet of VCT, 4,519 square feet of ceramic tile, 1,050 square feet of wood, 3,927 square feet of quarry tile, and 13,448 square feet of other flooring. However, this contract is not based on floor type, but locations to be cleaned and no change orders will be considered unless more than 15,000 square feet are added or removed. Prospective contractors are encouraged to visit the sites to gather information they may need to prepare their proposal.**
- What is frequency of exterior pressure washing? **This is a performance based contract. Cleaning shall be as needed to maintain a clean appearance or as requested by the school office.**
- Winter & Spring Breaks the VCT flooring is refinished. Is there any other type of periodic floor care maintenance in the year? For example, burnishing of VCT. If so, what is the annual frequency? **This is a performance based contract. Cleaning shall be as needed to maintain a clean appearance or as requested by the school office.**
- How many students are there? **See table above.**

- Is a daytime cleaner dedicated to the cafeteria 3.5 hours per day? **Yes.** Is this in addition to the daytime porter? **No.**
- How many sq ft are administrative & how many are school? **See Appendix C for square footage. This includes administrative areas at the school site, but for staffing, the minimum acceptable level should be calculated at the 26,000 gross square feet for schools.**

11. Coral Shores 89901 Mile 90

- Is the basketball gym floor care maintenance included? **See section VII. Cleaning Requirements of the original bid document and question #4.**
- Auditorium is rented for events. How is the cleaning for these event billed and coordinated? Based on an hourly rate? **See section VIII. A. of the original bid document.**
- Please provide a breakdown of the floor type square footage. How many square feet of VCT? Carpet?, Cement? Etc. **Approximately 95,150 square feet of concrete, 5,356 square feet of carpet, 83,877 square feet of VCT, 14,485 square feet of ceramic tile, 14,591 square feet of wood, and 13,265 square feet of other flooring. However, this contract is not based on floor type, but locations to be cleaned and no change orders will be considered unless more than 15,000 square feet are added or removed. Prospective contractors are encouraged to visit the sites to gather information they may need to prepare their proposal.**
- How many students are there? **See table above.**
- Total number of restrooms? **Approximately 51 of various sizes. Prospective contractors are encouraged to visit the sites to gather information they may need to prepare their proposal.**
- Reference mechanic shop, Winter & Spring Breaks the VCT flooring is refinished. Is there any other type of periodic floor care maintenance in the year? For example, burnishing of VCT. If so, what is the annual frequency? **This is a performance based contract. Cleaning shall be as needed to maintain a clean appearance or as requested by the school office.**
- What is frequency of exterior pressure washing? **This is a performance based contract. Cleaning shall be as needed to maintain a clean appearance or as requested by the school office.**
- Is a daytime cleaner dedicated to the cafeteria 3.5 hours per day? **Yes.** Is this in addition to the daytime porter? **No.**
- How many sq ft are administrative & how many are school? **See Appendix C for square footage. This includes administrative areas at the school site, but for staffing, the minimum acceptable level should be calculated at the 26,000 gross square feet for schools.**

12. PKS Plantation school Mile 90

- Total number of restrooms? Approximately 53 of various sizes. Prospective contractors are encouraged to visit the sites to gather information they may need to prepare their proposal.
- Is the daytime porter in addition to the 9 night cleaners? See Q&A No. 2 and question #9 above.
- Please provide a breakdown of the floor type square footage. How many square feet of VCT? Carpet?, Cement? Etc. This is a new building and we do not have an exact breakdown. In general, the majority of the school is LVT, the gym is rubber composite, the restrooms are ceramic tile, the mechanical rooms are concrete, and one room (approximately 793 square feet) is carpet. However, this contract is not based on floor type, but locations to be cleaned and no change orders will be considered unless more than 15,000 square feet are added or removed. Prospective contractors are encouraged to visit the sites to gather information they may need to prepare their proposal.
- What is frequency of exterior pressure washing? This is a performance based contract. Cleaning shall be as needed to maintain a clean appearance or as requested by the school office.
- Winter & Spring Breaks the VCT flooring is refinished. Is there any other type of periodic floor care maintenance in the year? For example, burnishing of VCT. If so, what is the annual frequency? This is a performance based contract. Cleaning shall be as needed to maintain a clean appearance or as requested by the school office.
- How many students are there? See table above.
- Is a daytime cleaner dedicated to the cafeteria 3.5 hours per day? Yes. Is this in addition to the daytime porter? No.
- How many sq ft are administrative & how many are school? See Appendix C for square footage. This includes administrative areas at the school site, but for staffing, the minimum acceptable level should be calculated at the 26,000 gross square feet for schools.

13. Administration Annex

- What time of day is this site cleaned? Evenings.
- Please provide a breakdown of the floor type square footage. How many square feet of VCT? Carpet?, Cement? Etc. Approximately 864 square feet of carpet, 1,324 square feet of LVT, and 108 square feet of ceramic tile. However, this contract is not based on floor type, but locations to be cleaned and no change orders will be considered unless more than 15,000 square feet are added or removed. Prospective contractors are encouraged to visit the sites to gather information they may need to prepare their proposal.



Custodial Services Proposal

RFP 2019914

ABM Response

Presented to:

Monroe County School District
Jessica Bailey
Buyer

Presented by:

ABM Industry Groups, LLC
Ashley Weaver
Director of Business Development





ASHLEY WEAVER
6478 Hwy 90, Suite E
Milton, FL 32570
850.816.8807
edward.weaver@abm.com

March 13, 2019

Jessica Bailey
Monroe County School District
Administration Building
Internal Services Department / Purchasing Division
Room 119
241 Trumbo Road, Key West, FL 33040

Dear Ms. Bailey,

We understand that Monroe County School District needs a quality-oriented, cost-effective custodial program that will meet your needs and build value for your facilities. With our level of expertise in K-12 school districts, ABM will provide you with reliable, quality service that lowers your operating costs.

ABM is a performance-based company and proud of our high-quality service-driven, client-focused reputation. Nationwide, ABM serves over 2,000 K-12 schools in over 350 districts. We encourage you to contact any of our references and ask about our service and inquire as to what motivated them to hire ABM. With our existing presence throughout Florida, as well as the rest of the United States, ABM is well positioned to provide custodial services to Monroe County School District.

Clients who have been with us for decades can attest to our service-focused mentality. ABM's work ethic centers on:

Our clients' needs. Clients come to us for reliable custodial solutions. They know we understand their needs and they appreciate that we don't provide "one-size-fits-all" answers. Yes, we're proud of our expertise, but have built our business on listening to our clients.

Our company values. Our relationship with you will be built on collaboration, respect, fairness, and dignity. It's something not open to compromise. Every employee at ABM knows this and puts it into action at every school location.

New levels of performance. We make every effort to not only lead, but to transform the industry through our knowledge, integrity and professionalism, so that we can expertly handle anything you ask of us.

Value-added relationships. We conduct business in a way that instills a sense of confidence in our clients. It's something that reaches beyond ABM's service competence; it's a sense of security. You'll know you chose wisely when you choose ABM.

CUSTODIAL SERVICES PROPOSAL

If there is any additional information I might provide, please don't hesitate to call or write. All of us at ABM are ready to put our solutions to work for you.

Respectfully,



Ashley Weaver

Director of Business Development

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Company Overview

Introduction







ABM (NYSE: ABM) is a leading provider of facility solutions with revenues of approximately \$6.4 billion and more than 140,000 employees in 350+ offices throughout the United States and various international locations. ABM's comprehensive capabilities include janitorial, electrical & lighting, energy solutions, facilities engineering, HVAC & mechanical, landscape & turf, mission critical solutions and parking, provided through stand-alone or integrated solutions. ABM provides custom facility solutions in urban, suburban and rural areas to properties of all sizes - from schools and commercial buildings to hospitals, data centers, manufacturing plants and airports. ABM Industries Incorporated, which operates through its subsidiaries, was founded in 1909.

Purpose, Vision, Mission

<div style="background-color: #0056b3; color: white; padding: 10px; text-align: center;">Purpose</div> <div style="background-color: #0056b3; color: white; padding: 10px;">To take care of the people, spaces and places that are important to you is our purpose at ABM.</div>	<div style="background-color: #e67e22; color: white; padding: 10px; text-align: center;">Vision</div> <div style="background-color: #e67e22; color: white; padding: 10px;">ABM's vision is to be the clear choice in the industries we serve through engaged people.</div>	<div style="background-color: #0072bc; color: white; padding: 10px; text-align: center;">Mission</div> <div style="background-color: #0072bc; color: white; padding: 10px;">It is our mission to make a difference, every person, every day.</div>
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Values

These are the shared values that help us make a difference, every person, every day. At ABM, we make a difference in three ways – by taking care of our TEAM MEMBERS, our clients, and our communities.

<div style="text-align: center;"></div> <div>RESPECT</div> <p>Every person brings value and is acknowledged as an asset to our team.</p>	<div style="text-align: center;"></div> <div>INNOVATION</div> <p>Every person brings value and is acknowledged as an asset to our team.</p>
<div style="text-align: center;"></div> <div>INTEGRITY</div> <p>Every person brings value and is acknowledged as an asset to our team.</p>	<div style="text-align: center;"></div> <div>EXCELLENCE</div> <p>Every person brings value and is acknowledged as an asset to our team.</p>
<div style="text-align: center;"></div> <div>COLLABORATION</div> <p>Every person brings value and is acknowledged as an asset to our team.</p>	<div style="text-align: center;"></div> <div>TRUST</div> <p>Every person brings value and is acknowledged as an asset to our team.</p>

Why ABM?

ABM possesses significant janitorial service experience with K-12 client campuses that are very similar in terms of facilities, complexity of space, geographic distribution and janitorial service requirements to MCSD. Few competitors have this experience.

ABM's experience encompasses education client campuses with a mix of academic, administrative, allied health, laboratory, fine arts, library, auxiliary, residence life, athletic, and community/conference space – all with exacting high standards of performance, service and quality expectations spread across significant geographies. ABM believes that to be successful over the long term, a service provider must have proven operational experience within similar institutions. This will ensure that MCSD has a partner that can maintain facilities at the most optimum levels of cleanliness for all stakeholders.



Proactive Management and Supervisory Coverage

ABM will provide an outstanding and education experienced on-site management team. The management structure on site today will provide MCSD with key management oversight of all aspects of the janitorial program with a focus on quality, service and attention to detail.



A Measurable Quality Assurance Program

ABM will continue to utilize SITE – its quality assurance inspection program and reporting system that measures service, quality and performance and report back to the District through formal meetings.



Training and Staff Development

ABM has a comprehensive orientation and on-going technical and skills enhancement-training program that every employee participates in. The training program introduces ABM's unique culture of high quality and personal commitment to exceptional service assuring service and quality are exceeded in every facility.



A Professional Communication Plan

ABM believes formal and informal, open, two-way communication provides the foundation for a true partnership. The Customer Business Review (CBR) Report and meetings will allow both ABM and District stakeholders to stay current with the program and make any necessary changes to the service as the campus evolves over time.

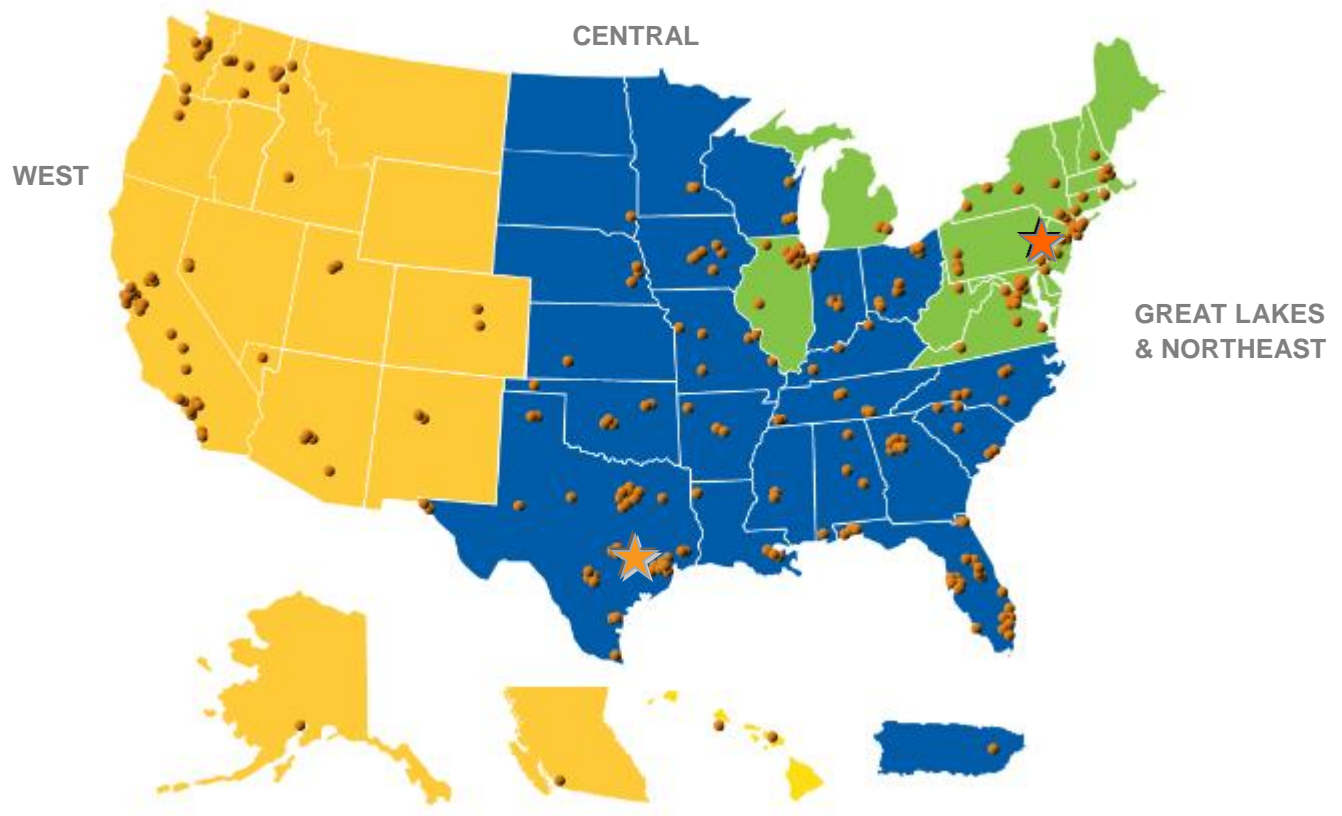


A Safe and Healthy Learning Environment

MCSD requires a service partner who is thoroughly familiar with significant, multi-campus and complex education space and who understands what clean, bright, well-maintained facilities mean to student learning and achievement in addition to a thorough knowledge of the campus.

Company Size

ABM is the 44th largest employer on the Fortune 500. With **more than 140,000 employees**, we build value for our **more than 20,000 clients**.



Providing local service in thousands of cities through our 300+ branch offices located throughout the U. S., Puerto Rico and Canada

★ **Custodial Headquarters**

3800 Buffalo Speedway
Suite 325
Houston, TX 77098

★ **Corporate Headquarters**

One Liberty Plaza
7th Floor
New York, NY 10001

Financial Standing

ABM achieved revenues of \$6.4 billion by faithfully serving over 20,000 clients nationwide in over 200 metro areas. ABM has an exceptionally transparent balance sheet comprised of a strong cash position, minimal debt, and a solid performance record boasting consecutive quarterly dividends since 1965. ABM is also one of the largest facilities services contractors on the New York Stock Exchange. Our subsidiaries are leaders in their respective fields and are capable of independent growth as well as growth through acquisition. Our size, operational infrastructure and financial strength enable us to offer customers a level of sophistication that translates into savings and peace of mind.

Our Annual Report is posted online:

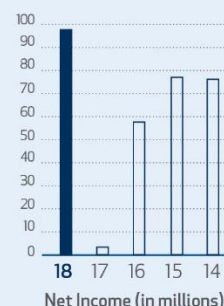
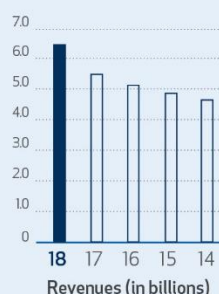
<http://investor.abm.com/annuals.cfm>

Quarterly press releases can also be referenced at:

<http://investor.abm.com/releases.cfm>

Financial Highlights

	Year Ended October 31,				
(\$ in millions)	2018	2017	2016	2015	2014
Revenues	\$6,442.2	\$5,453.6	\$5,144.7	\$4,897.8	\$4,649.7
Net cash provided by continuing operating activities	\$299.7	\$101.7	\$110.5	\$145.5	\$115.6
Net income	\$97.8	\$3.8	\$57.2	\$76.3	\$75.6



CUSTODIAL SERVICES PROPOSAL

ABM INDUSTRIES INCORPORATED AND SUBSIDIARIES CONSOLIDATED BALANCE SHEETS

	October 31,	
	2017	2016
<i>(in millions, except share and per share amounts)</i>		
ASSETS		
Current assets		
Cash and cash equivalents	\$ 62.8	\$ 53.5
Trade accounts receivable, net of allowances of \$25.5 and \$15.9 at October 31, 2017 and 2016, respectively	1,038.1	803.7
Prepaid expenses	101.8	68.0
Other current assets	32.8	30.0
Assets held for sale	—	36.1
Total current assets	1,235.5	991.3
Other investments	17.6	17.4
Property, plant and equipment, net of accumulated depreciation of \$136.4 and \$163.4 at October 31, 2017 and 2016, respectively	143.1	81.8
Other intangible assets, net of accumulated amortization of \$189.1 and \$157.0 at October 31, 2017 and 2016, respectively	430.1	103.8
Goodwill	1,864.2	912.8
Deferred income taxes, net	—	37.4
Other noncurrent assets	122.1	134.3
Total assets	\$ 3,812.6	\$ 2,278.8
LIABILITIES AND STOCKHOLDERS' EQUITY		
Current liabilities		
Current portion of long-term debt, net	\$ 16.9	\$ —
Trade accounts payable	230.8	174.3
Accrued compensation	159.9	130.7
Accrued taxes—other than income	52.5	40.6
Insurance claims	112.5	92.2
Income taxes payable	13.4	6.3
Other accrued liabilities	171.8	135.9
Liabilities held for sale	—	16.8
Total current liabilities	757.8	596.8
Long-term debt, net	1,161.3	268.3
Deferred income tax liability, net	57.3	3.5
Noncurrent insurance claims	382.9	331.6
Other noncurrent liabilities	61.3	71.2
Noncurrent income taxes payable	16.3	33.4
Total liabilities	2,436.9	1,304.8
Commitments and contingencies		
Stockholders' Equity		
Preferred stock, \$0.01 par value; 500,000 shares authorized; none issued	—	—
Common stock, \$0.01 par value; 100,000,000 shares authorized; 65,502,568 and 55,599,322 shares issued and outstanding at October 31, 2017 and 2016, respectively	0.7	0.6
Additional paid-in capital	675.2	248.6
Accumulated other comprehensive loss, net of taxes	(20.3)	(31.6)
Retained earnings	720.1	756.4
Total stockholders' equity	1,375.7	974.0
Total liabilities and stockholders' equity	\$ 3,812.6	\$ 2,278.8

See accompanying notes to consolidated financial statements.

CONSOLIDATED STATEMENTS OF COMPREHENSIVE INCOME

	Years Ended October 31,		
	2017	2016	2015
<i>(in millions, except per share amounts)</i>			
Revenues	\$ 5,453.6	\$ 5,144.7	\$ 4,897.8
Operating expenses	4,881.2	4,603.4	4,392.3
Selling, general and administrative expenses	436.6	410.1	395.0
Restructuring and related expenses	20.9	29.0	12.7
Amortization of intangible assets	31.6	25.0	24.2
Impairment (recovery) loss	(18.5)	22.5	—
Operating profit	101.9	54.7	73.6
Income from unconsolidated affiliates, net	4.2	7.6	9.0
Interest expense	(19.2)	(10.4)	(10.2)
Income from continuing operations before income taxes	86.9	51.9	72.4
Income tax (provision) benefit	(8.8)	10.4	(18.3)
Income from continuing operations	78.1	62.3	54.1
(Loss) income from discontinued operations, net of taxes	(74.3)	(5.1)	22.2
Net income	3.8	57.2	76.3
Other comprehensive income (loss)			
Foreign currency translation	9.7	(26.3)	(2.2)
Other, net of taxes	1.6	(0.2)	(0.1)
Comprehensive income	\$ 15.2	\$ 30.7	\$ 74.0
Net income per common share — Basic			
Income from continuing operations	\$ 1.35	\$ 1.11	\$ 0.95
(Loss) income from discontinued operations	(1.29)	(0.09)	0.40
Net income	\$ 0.07	\$ 1.02	\$ 1.35
Net income per common share — Diluted			
Income from continuing operations	\$ 1.34	\$ 1.09	\$ 0.94
(Loss) income from discontinued operations	(1.27)	(0.09)	0.39
Net income	\$ 0.07	\$ 1.01	\$ 1.33
Weighted-average common and common equivalent shares outstanding			
Basic	57.7	56.3	56.7
Diluted	58.3	56.9	57.4
Dividends declared per common share	\$ 0.680	\$ 0.660	\$ 0.640

See accompanying notes to consolidated financial statements.

CUSTODIAL SERVICES PROPOSAL

ABM INDUSTRIES INCORPORATED AND SUBSIDIARIES CONSOLIDATED STATEMENTS OF STOCKHOLDERS' EQUITY

	Years Ended October 31,					
	2017		2016		2015	
(in millions)	Shares	Amount	Shares	Amount	Shares	Amount
Common Stock						
Balance, beginning of year	55.6	\$ 0.6	56.1	\$ 0.6	55.7	\$ 0.6
Stock issued in GCA Services acquisition, net of shares withheld for taxes	9.4	0.1	—	—	—	—
Stock issued under employee stock purchase and share-based compensation plans	0.7	—	0.9	—	1.4	—
Repurchase of common stock	(0.2)	—	(1.4)	—	(1.0)	—
Balance, end of year	65.5	0.7	55.6	0.6	56.1	0.6
Additional Paid-in Capital						
Balance, beginning of year		248.6		275.5		274.1
Stock issued in GCA Services acquisition, net of shares withheld for taxes		421.2		—		—
(Taxes withheld) stock issued under employee stock purchase and share-based compensation plans (including incremental tax benefit for 2015), net		(0.1)		5.7		18.3
Share-based compensation expense		13.3		14.0		14.5
Repurchase of common stock		(7.9)		(46.6)		(31.4)
Balance, end of year		675.2		248.6		275.5
Accumulated Other Comprehensive Loss, Net of Taxes						
Balance, beginning of year		(31.6)		(5.1)		(2.8)
Other comprehensive income (loss)		11.3		(26.5)		(2.3)
Balance, end of year		(20.3)		(31.6)		(5.1)
Retained Earnings						
Balance, beginning of year		756.4		736.5		696.9
Net income		3.8		57.2		76.3
Dividends						
Common stock		(39.5)		(36.9)		(36.0)
Stock issued under share-based compensation plans		(0.6)		(0.4)		(0.7)
Balance, end of year		720.1		756.4		736.5
Total Stockholders' Equity		<u>\$ 1,375.7</u>		<u>\$ 974.0</u>		<u>\$ 1,007.5</u>

See accompanying notes to consolidated financial statements.

CUSTODIAL SERVICES PROPOSAL

CONSOLIDATED STATEMENTS OF CASH FLOWS

(in millions)	Years Ended October 31,		
	2017	2016	2015
Cash flows from operating activities			
Net income	\$ 3.8	\$ 57.2	\$ 76.3
Loss (income) from discontinued operations, net of taxes	74.3	5.1	(22.2)
Income from continuing operations	78.1	62.3	54.1
Adjustments to reconcile income from continuing operations to net cash provided by operating activities of continuing operations			
Depreciation and amortization	70.1	57.5	57.0
Impairment (recovery) loss	(18.5)	22.5	—
Deferred income taxes	(6.1)	(3.7)	8.1
Share-based compensation expense	13.3	14.0	14.2
Provision for bad debt	4.1	12.9	2.7
Discount accretion on insurance claims	0.2	0.3	0.3
Gain on sale of assets	(2.7)	(0.2)	(0.1)
Income from unconsolidated affiliates, net	(4.2)	(7.6)	(9.0)
Distributions from unconsolidated affiliates	5.7	8.2	6.5
Changes in operating assets and liabilities, net of effects of acquisitions:			
Trade accounts receivable	(115.7)	(80.9)	(55.9)
Prepaid expenses and other current assets	(6.4)	—	(1.4)
Other noncurrent assets	(7.6)	(29.5)	1.7
Trade accounts payable and other accrued liabilities	74.4	15.4	44.3
Insurance claims	33.5	33.6	37.4
Income taxes payable	(22.5)	0.5	(14.2)
Other noncurrent liabilities	6.0	5.2	(0.2)
Total adjustments	23.6	48.2	91.4
Net cash provided by operating activities of continuing operations	101.7	110.5	145.5
Net cash (used in) provided by operating activities of discontinued operations	(96.1)	(27.0)	0.9
Net cash provided by operating activities	5.6	83.5	146.4
Cash flows from investing activities			
Additions to property, plant and equipment	(57.2)	(44.0)	(26.5)
Proceeds from sale of assets	4.0	3.3	2.3
Purchase of businesses, net of cash acquired	(853.6)	(96.0)	(19.2)
Proceeds from sale of business	35.5	—	—
Proceeds from redemption of auction rate security	—	5.0	—
Investments in unconsolidated affiliates	(0.4)	—	(0.1)
Net cash used in investing activities of continuing operations	(871.8)	(131.7)	(40.5)
Net cash (used in) provided by investing activities of discontinued operations	—	(3.1)	130.9
Net cash (used in) provided by investing activities	(871.8)	(134.8)	90.4
Cash flows from financing activities			
(Taxes withheld) and proceeds from issuance of share-based compensation awards, net	(0.7)	5.3	15.4
Incremental tax benefit from share-based compensation awards	—	—	2.3
Repurchases of common stock	(7.9)	(46.6)	(31.4)
Dividends paid	(39.5)	(36.9)	(36.0)
Deferred financing costs paid	(18.7)	(0.1)	(0.9)
Borrowings from credit facility	1,880.1	1,052.3	958.3
Repayment of borrowings from credit facility	(957.2)	(942.0)	(1,120.1)
Changes in book cash overdrafts	15.8	0.7	(7.3)
Financing of energy savings performance contracts	6.8	22.6	5.2
Repayment of capital lease obligations	(0.9)	(1.2)	(2.4)
Payment of contingent consideration	(3.8)	(1.5)	—
Net cash provided by (used in) financing activities	874.0	52.6	(216.9)
Effect of exchange rate changes on cash and cash equivalents	1.5	(3.3)	(1.1)
Net increase (decrease) in cash and cash equivalents	9.3	(2.0)	18.8
Cash and cash equivalents at beginning of year	53.5	55.5	36.7
Cash and cash equivalents at end of year	\$ 62.8	\$ 53.5	\$ 55.5

CUSTODIAL SERVICES PROPOSAL

(continued)

<i>(in millions)</i>	Years Ended October 31,		
	2017	2016	2015
Supplemental cash flow information			
Cash paid for income taxes, net of refunds received	\$ 11.8	\$ 12.6	\$ 23.7
Interest paid on credit facility	8.1	4.4	6.0
Non-cash investing and financing activities			
Stock issued in GCA Services acquisition, net of shares withheld for taxes	\$ 421.3	—	—

See accompanying notes to consolidated financial statements.

Business License

State of Florida Department of State

I certify from the records of this office that ABM INDUSTRY GROUPS, LLC is a Delaware limited liability company authorized to transact business in the State of Florida, qualified on January 10, 2017.

The document number of this limited liability company is M17000000276.

I further certify that said limited liability company has paid all fees due this office through December 31, 2018, that its most recent annual report was filed on April 3, 2018, and that its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Sixth day of September, 2018*



Ken Detjen
Secretary of State

Tracking Number: CU9987582709

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/24/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Commercial Lines - (404) 928-8700 USI Insurance Services National, Inc. 3475 Piedmont Road NE, Suite 800 Atlanta, GA 30305-2880		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL: ADDRESS:		FAX (A/C, No):	
INSURED ABM Industry Groups, LLC an ABM Industries Incorporated Company 4151 Ashford Dunwoody Road, Suite 000 Atlanta, GA 30319		INSURER(S) AFFORDING COVERAGE		NAIC #	
		INSURER A: ACE American Insurance Company		22007	
		INSURER B: ACE Property and Casualty Ins. Co.		20000	
		INSURER C: Indemnity Insurance Company of North America		43575	
		INSURER D: Illinois Union Insurance Company		27900	
		INSURER E:			
		INSURER F:			

COVERAGES CERTIFICATE NUMBER: 13587702 REVISION NUMBER: See below

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR (USD, WGR)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$1,000,000 GIM <input checked="" type="checkbox"/> XCU GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		XSLG71211137	11/01/2018	11/01/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 2,000,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> PERD AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		ISAH25209147	11/01/2018	11/01/2019	COMBINED SINGLE LIMIT (EA ACCIDENT) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> RETENTIONS \$ 25,000		XOOG327910805004	11/01/2018	11/01/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI) YES NO DESCRIPTION OF OPERATIONS below	YIN N N/A	WLRC05438707	11/01/2018	11/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Employee Dishonesty/Fidelity		DONG23091188005	11/01/2018	11/01/2019	\$2,000,000 Each Occurrence

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Sample certificate.
Evidence of Coverage.

CERTIFICATE HOLDER

ABM Industries Incorporated
4151 Ashford Dunwoody Road
Suite 000
Atlanta, GA 30319

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

James Smith

CUSTODIAL SERVICES PROPOSAL

Client Code: ABMIND3

SID: 13587702

Certificate of Insurance (Con't)

OTHER Coverage

INSR LTR	TYPE OF INSURANCE	ADDL INSR	WVD SUBR	POLICY NUMBER	EFFECTIVE DATE (MM/DD/YY)	EXPIRATION DATE (MM/DD/YY)	LIMIT
A	Garage Keepers Legal Liability			ISAH25209147	11/01/2018	11/01/2019	\$1,000,000 Limit
D	Pollution Liability			GPD02454283A004	05/01/2018	05/01/2021	\$1,000,000 Each Occurrence \$10,000,000 Aggregate \$250,000 Retention
A	Excess Workers Compensation			WCU085438885	11/01/2018	11/01/2019	WC-Statutory CA - \$1,000,000 SIP OH WA OR IL MI - \$500K SIP

Certificate Of Insurance-Con't

RFP 2019914 – Custodial Services

PRICING SHEETS - APPENDIX A

Vendor Name: ABM Industry Groups, LLC

Location Name & Address	Mile Marker #	Annual Services without Cafeteria	Annual Cafeteria Services	Total
UPPER KEYS AREA				
Key Largo School 104801 Overseas Hwy Key Largo, FL 33037	105	\$ 296,442	\$ 15,602	\$ 312,044
Coral Shores School 89901 Overseas Hwy Tavernier, FL 33070	90	\$ 329,281	\$ 17,331	\$ 346,612
Plantation Key School 100 Lake Rd Tavernier, FL 33070	90	\$ 154,676	\$ 8,141	\$ 162,817
Administration Annex, Maintenance, and Transportation 90050 Overseas Hwy Tavernier, FL 33070	90	\$ 5,056	N/A	\$ 5,056
UPPER KEYS AREA GRAND TOTAL				\$ 826,529
Location Name & Address	Mile Marker #	Annual Services without Cafeteria	Annual Cafeteria Services	Total
MIDDLE KEYS AREA				
Marathon School 350 Sombrero Beach Rd Marathon, FL 33050	50	\$ 317,295	\$ 16,700	\$ 333,995
Stanley Switlik School 3400 Overseas Hwy Marathon, FL 33040	48.7	\$ 173,456	\$ 9,129	\$ 182,585
Sugarloaf School 255 Crane Blvd Sugarloaf Key, FL 33042	20	\$ 238,564	\$ 12,556	\$ 251,120
MIDDLE KEYS AREA GRAND TOTAL				\$ 767,700

RFP 2019914 – Custodial Services

Vendor Name: ABM Industry Groups, LLC

Location Name & Address	Mile Marker #	Annual Services without Cafeteria	Annual Cafeteria Services	Total
KEY WEST AREA				
Gerald Adams School 5855 W College Rd Key West, FL 33040	4	\$ 153,407	\$ 8,074	\$ 161,481
Poinciana School 1407 Kennedy Dr Key West, FL 33040	KW	\$ 131,694	\$ 6,931	\$ 138,626
Key West High School / Sigsbee 2100 Flagler Ave / 939 Felton Rd Key West, FL 33040	KW	\$ 383,607	\$ 20,190	\$ 403,797
Key West High School - Tommy Roberts Memorial Stadium / Rex Weech 1200 Glynn R Archer Dr Key West, FL 33040	KW	\$ 35,308	N/A	\$ 35,308
Horace O'Bryant School 1105 Leon St Key West, FL 33040	KW	\$ 272,272	\$ 14,330	\$ 286,602
Reynolds School 1316 Reynolds St Key West, FL 33040	KW	\$ 15,338	N/A	\$ 15,338
Administration/Transportation / Adult Education 241 Trumbo Rd/927 Eaton St Key West, FL 33040	KW	\$ 53,650	N/A	\$ 53,650
Maintenance Building 1310 United St Key West, FL 33040	KW	\$ 9,192	N/A	\$ 9,192
KEY WEST AREA GRAND TOTAL				\$ 1,103,994

MARK T. PORTER
Superintendent of Schools



Members of the Board

District # 1
BOBBY HIGHSMITH
Chairman

District # 2
ANDY GRIFFITHS

District # 3
MINDY CONN
Vice-Chairman

District # 4
JOHN R. DICK

District # 5
SUE WOLTANSKI

Bid No: RFP 2019914
Name of Bid: Custodial Services
Post Date: 3/5/19
Notice Post Time: 4:00 PM

Addendum No.1

Replace the third page of the price sheet on page 30 and Appendix C of the original bid document with the sheets below (changes in red):

Vendor Name: ABM Industry Groups, LLC

ANNUAL ESCALATION RATES	
Year 2	\$ 2,765,679
Year 3	\$ 2,834,821
Year 4	\$ 2,905,692
Hourly price for non-school use special activities	\$ 35.00
Annual equipment budget:	\$ 15,000.00**
Charge for additional space in 15,000 sq. ft. increments	\$ 26,850.00
Deduction to remove space in 15,000 sq. ft. increments	\$ 22,419.75

****This rate due to specialized ionized water type scrubber needed for new school coming on board in 2020.**

INTERNAL SERVICES DEPARTMENT
Purchasing | Property | Contracts | Records Management Divisions
241 Trumbo Road | Key West, FL 33040 | O: (305) 293-1400 | F: (305) 293-1408
www.KeysSchools.com

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RFP 2019914 – Custodial Services

***District School Board of Monroe County
Internal Services Department / Purchasing Division***

PROPOSAL FORM

RFP 2019914 – Custodial Services

BID DUE /BID OPENING DATE/TIME: MARCH 13, 2019 AT 9:00 AM

**RETURN ONE (1) SIGNED ORIGINAL, FOUR (4)
COPIES, AND ONE (1) ELECTRONIC COPY (PDF FORMAT)
OF THE PROPOSAL. NO OTHER PROPOSAL
FORM WILL BE ACCEPTED**

**PLEASE BE SURE THAT THE NAME OF
YOUR COMPANY APPEARS ON EACH
PAGE OF THIS PROPOSAL FORM.**

**IF SIGNED BY AN AGENT OF NAMED COMPANY
WRITTEN EVIDENCE FROM THE OWNER OF
RECORD OF HIS/HER AUTHORITY MUST
AUTHORITY MUST ACCOMPANY THIS PROPOSAL.**

ABM Industry Groups, LLC

NAME OF COMPANY

6478 Hwy 90, Suite E, Milton, FL 32570

ADDRESS OF COMPANY

Trey Brock

PRINT NAME OF AUTHORIZED SIGNATURE

trey.brock@abm.com

EMAIL ADDRESS

850-564-2020

TELEPHONE No.

850-398-4038

FAX

Proposal Certification

I hereby certify that: I am submitting the following information as my firm's (proposer) proposal and am authorized by proposer to do so; proposer agrees to complete and unconditional acceptance of the contents of Pages 1 through 58 inclusive of this Request for Proposal, and all appendices and the contents of any Addenda released hereto; proposer agrees to be bound to any and all specifications, terms and conditions contained in the Request for Proposal, and any released Addenda and understand that the following are requirements of this RFP and failure to comply will result in disqualification of proposal submitted; proposer has not divulged, discussed, or compared the proposal with other proposers and has not colluded with any other proposer or party to any other proposal; proposer acknowledges that all information contained herein is part of the public domain as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this proposal are true and accurate.

Signature of

Proposer's Authorized Representative (blue ink preferred on original)



Date 3/11/2019

Name of Proposer's Authorized Representative Trey Brock

Title of Proposer's Authorized Representative Sr. Vice President

RFP 2019914 – Custodial Services

ACKNOWLEDGMENT OF ADDENDUM

As the person authorized to sign the statement, I certify that this firm acknowledges any and all addendum that may have been issued as part of this bid. All addendum are issued via www.demandstar.com.

ADDENDUM NO. 1 DATED 3/5/19

ADDENDUM NO. ____ DATED ____


ADDENDUM NO. ____ DATED ____

ADDENDUM NO. ____ DATED ____

ADDENDUM NO. ____ DATED ____

ADDENDUM NO. ____ DATED ____

Date: 3/11/19



Applicant's Signature

RFP 2019914 – Custodial Services

CONTRACTOR RULES

The following is a list of rules that contractors/vendors and their personnel must adhere to while working on Monroe County School projects. Failure of the contractor/vendor to abide by the rules will result in the violators being removed from the job site. All costs resulting from this will be the responsibility of the contractor/vendor. Please sign these rules and indicate the contractor/vendor's agreement to follow them.

- Casual communications by contract/vendor personnel with students, staff, or faculty is prohibited.
- Convicted felons and employees with a past history of child abuse or molestation shall not be used on Monroe County School projects.
- The schools are "Drug Free Zones," use or possession of illegal substances and alcohol in any form are prohibited.
- The schools are "Tobacco Free," no tobacco use is permitted on the school campus, in parking lots, or inside school restrooms.
- Vulgar language or gestures discernible to students or school staff is prohibited.
- Fighting or physically abusive actions of a similar nature are prohibited.
- Appropriate and modest attire is required while working on school campus. Revealing clothing will not be permitted.
- Clean up of work area is required on a daily basis. Hazardous materials shall not be put in school trash receptacles.
- Work that may be disruptive to the school shall be scheduled with the school administration or done after normal school hours.
- Pets are not allowed on campus.



Signature

Trey Brock, Sr. Vice President
Printed Name

3/11/2019

Date

RFP 2019914 – Custodial Services

DEBARMENT CERTIFICATION

"The bidder certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

(a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;

(b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local Governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) Has within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The bidder certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency.

Dated this 11th day of March, 20 19.

By



Authorized Signature/Contractor

Trey Brock, Sr. Vice President

Typed Name/Title

ABM Industry Groups, LLC

Contractor's Firm Name

6478 Hwy 90, Suite E

Street Address

Milton, FL 32570

City/State/Zip Code

850-564-2020

Area Code/Telephone Number

RFP 2019914 – Custodial Services

IDENTICAL TIE PROPOSALS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more of a proposal, which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, an proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tie vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employees 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



Vendor's Signature

RFP 2019914 – Custodial Services

NON-COLLUSION AFFIDAVIT

I, Trey Brock of the City of Milton
according to law on my oath, and under penalty of perjury, depose and say that;

1) I am Sr. Vice President of ABM Industry Groups, LLC, the bidder making the proposal for the project described as follows:

RFP 2019914 - Custodial Services

2) The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder with any competitor;

3) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to proposal opening, directly or indirectly, to any other bidder to any competitor; and

4) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit, or not to submit, an proposal for the purpose of restricting competition;

5) The statements contained in this affidavit are true and correct, and made with full knowledge that Monroe County School District relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

[Signature]
Signature of Authorized Representative

3/11/2019

Date

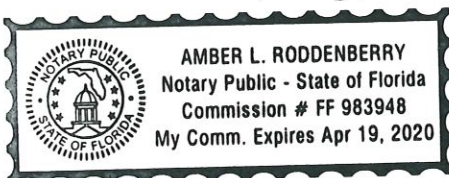
STATE OF Florida

COUNTY OF Santa Rosa

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Trey Brock,
who, X being personally known, ___ or having produced ___
as identification, and after first being sworn by me, affixed his/her signature in the space provided above on
this 11th day of March, 20 19.

[Signature: Amber L. Roddenberry]
NOTARY PUBLIC

April 19, 2020
My Commission Expires:



RFP 2019914 – Custodial Services

MONROE COUNTY SCHOOL DISTRICT
BUSINESS/PERSONAL RELATIONSHIP DISCLOSURE AFFIDAVIT

I, Trey Brock, of the City/Township/Parrish of Milton, State of Florida, and according to law on my oath, and under penalty of perjury, depose and say that;

1) I am the authorized representative of the company or entity making a proposal for a project described as follows:

Name of company/vendor: ABM Industry Groups, LLC

Nature of services presently being offered to School District: Custodial Services

2) X I have (OR) X I have not at any time prior to this application, had a **business relationship** with any employee or board member of the School District of Monroe County, Florida.

IF YOU ANSWER I HAVE: Please list details of the relationship including the employee or board member's name with whom you have done business, the type of work that was performed and the years worked. _____

N/A

3) X I have (OR) X I DO NOT have a **personal relationship** (this includes family) with an employee of OR a board member of the School District of Monroe County, Florida.

IF YOU ANSWER I HAVE: Please list details of the relationship including the employee(s) or board member(s) name with whom you are related, and your ties to that person (spouse, mother, brother, cousin, or related by marriage, partners, etc.) _____

N/A

The statements contained in this affidavit are true and correct, and made with full knowledge that The School Board of Monroe County, Florida, relies upon the truth of the statements contained in this affidavit in awarding contracts for the subject project. I hereby agree to keep the School District of Monroe County, Florida, informed of any change to the information contained herein. I further understand and agree that discovery of any undisclosed relationship can and will lead to termination of any ongoing contracts, and may potentially lead to me being banned from conducting future business with the school district.

3/11/2019

Date

(Signature of Authorized Representative)

STATE OF Florida

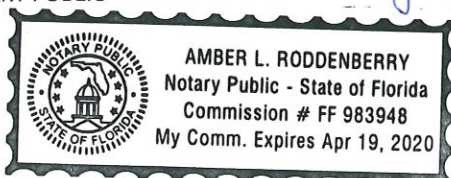
COUNTY OF Santa Rosa

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Trey Brock who, X being personally known, or having produced _____ as identification, and after first being sworn by me, affixed his/her signature in the space provided above on this 11th day of March 20 19.

Amber L. Roddenberry
NOTARY PUBLIC

April 19, 2020

My commission expires:



RFP 2019914 – Custodial Services

DRUG FREE WORKPLACE FORM

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

ABM Industry Groups, LLC

(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 under bid a copy of the statement specified in section (1).
4. In the statement specified in section (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or 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.



Applicant's Signature

3/11/2019

Date

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. ABM Industry Groups, LLC	
	2 Business name/disregarded entity name, if different from above DBAs: ABM Onsite Services - Midwest; ABM Janitorial Services; ABM Facility Services; ABM Parking Services; ABM B&I; ABM High Tech; ABM Education; ABM Healthcare; ABM Industrial and Manufacturing; ABM Sports & Entertainment;	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input checked="" 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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) 14141 Southwest FWY, Suite 400	Requester's name and address (optional)
	6 City, state, and ZIP code Sugar Land, TX 77478	
	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 *How to get a TIN* 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.

Social security number										
			-				-			
or										
Employer identification number										
9	5		-	2	4	9	5	5	5	6

Part II Certification

Under penalties of perjury, I certify that:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ 	Date ▶ 2/3/17
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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/fw9.

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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- 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
- 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.

RFP 2019914 – Custodial Services

Monroe County School District
Vendor Information Sheet

Vendor Name: ABM Industry Groups, LLC

Federal EIN/SSN: 95-2495556

Primary Address: 6478 Hwy 90
Suite E
Milton, FL 32570

Payment Address: PO Box 419860
Boston, MA 02241-9860

Contact Name: Cary Pierce

Phone: 850-564-2021 ext.

Fax: 850-398-4038

E-Mail: abm.billing@abm.com

Staffing by Site

As the incumbent service provider, ABM has an intimate knowledge of what it will take to provide the services needed. The proposed staffing level was determined using input from Monroe County School District, APPA Level 1 and 2 standards and previous knowledge and experience of servicing the account. In addition to researching and applying the afore mentioned standards, ABM also utilized the Economic Research Institute (ERI) and gathered salary data from Marathon, Key West, Key Largo, and Tavernier for the positions of Day Porter, Lead Custodian, and Custodian. Once the data was gathered it was analyzed and compared to current wage rates in the Monroe County School District contract. It was determined that ABM would have to increase wage rates to attract and maintain quality employees at each position. The following pages will represent the staffing plan with average wage rates, schedules and FTE count per school, as well as the ERI data and APPA Standards.

School and Position	Schedule	Proposed Avg Pay Rates	
<u>Key Largo School</u>	-		
Lead	3:00-11:30 pm	Custodial Lead	\$15.00/hr
Day Porter	7:00-3:30 pm	Day Porter	\$14.00/hr
Cleaner	3:00-11:30 pm	Custodian	\$12.00/hr
Cleaner	3:00-11:30 pm		
Cleaner	3:00-11:30 pm		
Cleaner	3:00-11:30 pm		
Cleaner	3:00-11:30 pm		
Cleaner	3:00-11:30 pm		
<u>Coral Shores High School</u>	-		
Lead	2:30-11:00 pm		
Day Porter	6:00-2:30 pm		
Cleaner	2:30-11:00 pm		
Cleaner	2:30-11:00 pm		
Cleaner	2:30-11:00 pm		
Cleaner	2:30-11:00 pm		
Cleaner	2:30-11:00 pm		
<u>Plantation Key School</u>	-		
Lead	2:30 -11:00 pm		
Day Porter	6:00-2:30 pm		
Cleaner	2:30 -11:00 pm		
Cleaner	2:30 -11:00 pm		
Cleaner	2:30 -11:00 pm		
Cleaner	6:00-11:00 p[m		

CUSTODIAL SERVICES PROPOSAL

<u>Marathon High School</u>	-		
Lead	2:30 -11:00 pm		
Day Porter	6:00-2:30 pm		
Cleaner	2:30 -11:00 pm		
Cleaner	2:30 -11:00 pm		
Cleaner	2:30 -11:00 pm		
Cleaner	2:30 -11:00 pm		
Cleaner	2:30 -11:00 pm		
<u>Switlik Elementary</u>	-		
Lead	2:30 -11:00 pm		
Day Porter	6:00-2:30 pm		
Cleaner	2:30 -11:00 pm		
Cleaner	1:00-7:30 pm		
Cleaner	2:30 - 9:00 pm		
<u>Key West High School</u>	-		
Lead	2:00 - 10:30 pm		
Day Porter	6:00-2:30 pm		
Mid Day Porter	11:00 - 7:30 pm		
Cleaner	2:00 - 10:30 pm		
Cleaner	2:00 - 10:30 pm		
Cleaner	2:00 - 10:30 pm		
Cleaner	2:00 - 10:30 pm		
Cleaner	2:00 - 10:30 pm		
Cleaner	6:00-10:00 pm		
Cleaner	3:00 - 9:30 pm		
<u>MCSD Admin Office/TRM</u>			
Cleaner	2:00 - 10:30 pm		
Cleaner	2:00 - 10:30 pm		
<u>Poinciana Elementary</u>	-		
Lead	2:00 - 10:30 pm		
Day Porter	6:00-2:30 pm		
Cleaner	2:00 - 10:30 pm		
Cleaner	2:00 - 10:30 pm		
Cleaner	2:00 - 10:30 pm		
<u>Gerald Adams Elementary</u>	-		
Lead	2:00 - 10:30 pm		
Day Porter	6:00-2:30 pm		
Mid Day Porter	11:00 - 7:30 pm		
Cleaner	2:00 - 10:30 pm		

CUSTODIAL SERVICES PROPOSAL

Cleaner	2:00 - 10:30 pm		
Cleaner	5:30 - 10:00 pm		
<u>Sugarloaf Elementary</u>	-		
Lead	2:00 - 10:30 pm		
Day Porter	6:00-2:30 pm		
Mid Day Porter	11:00 - 7:30 pm		
Cleaner	2:00 - 10:30 pm		
Cleaner	2:00 - 10:30 pm		
Cleaner	2:00 - 10:30 pm		
<u>Horace O'Bryant School</u>	-		
Lead	2:00 - 10:30 pm		
Day Porter	7:00-3:30 pm		
Mid Day Porter	10:30 - 7:00 pm		
Cleaner	2:00 - 10:30 pm		
Cleaner	2:00 - 10:30 pm		
Cleaner	2:00 - 10:30 pm		
Cleaner	2:00 - 10:30 pm		
Cleaner	2:00 - 10:30 pm		
Cleaner	5:00 - 10:30 pm		
Cleaner	5:00 - 10:30 pm		
<u>Reynolds</u>			
Cleaner	6:00 - 10:00 pm		

Marathon, FL



SALARY ASSESSOR® Individual Position Profile

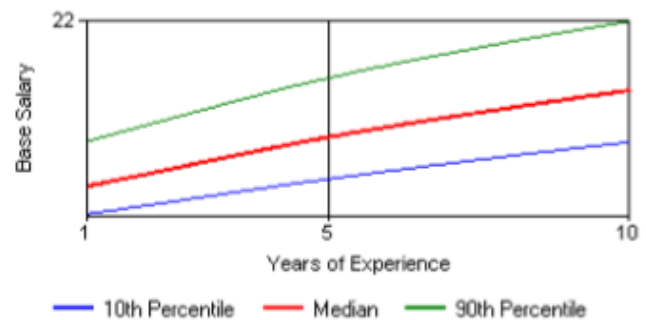
Page 1 of 2

Custodian Lead (hybrid position)

Specifications

Prepared For:
Area: Marathon, Florida
Industry: All Industries - Diversified
Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.6% (Adjustment: 0.21%)
Planning Date: 2/20/2019
Database as of: 1/1/2019
eDot: N/A
SOC: N/A
Printout Date: 2/20/2019

Hourly Base Salaries Graph



Estimated Survey Median Hourly Base Salaries

All Incumbent Median: \$15.89

Years of Experience	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
10	15.63	16.86	18.34	20.24	21.93
7	14.54	15.63	16.95	18.69	20.28
5	13.72	14.71	15.89	17.50	18.97
3	12.81	13.64	14.65	16.08	17.40
1	11.89	12.56	13.35	14.56	15.67



SALARY ASSESSOR® Individual Position Profile

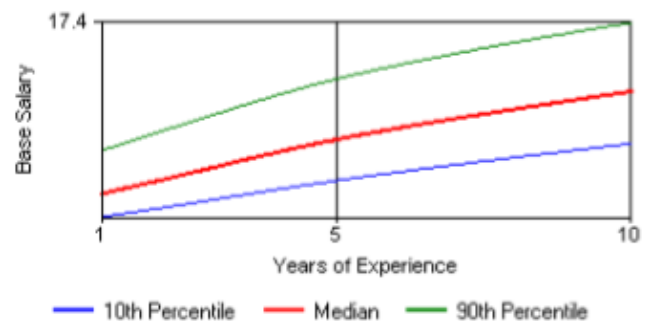
Page 1 of 2

Custodian

Specifications

Prepared For:
Area: Marathon, Florida
Industry: All Industries - Diversified
Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.4% (Adjustment: 0.2%)
Planning Date: 2/20/2019
Database as of: 1/1/2019
eDot: 382664010
SOC: 372011
Printout Date: 2/20/2019

Hourly Base Salaries Graph



(Items in bold affect salary estimates)

Estimated Survey Median Hourly Base Salaries

All Incumbent Median: \$12.94

Years of Experience	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
10	12.78	13.67	14.75	16.13	17.34
7	11.99	12.77	13.74	15.02	16.18
5	11.40	12.09	12.94	14.12	15.22
3	10.71	11.26	11.95	12.99	13.95
1	10.02	10.42	10.90	11.74	12.52



SALARY ASSESSOR® Individual Position Profile

Page 1 of 2

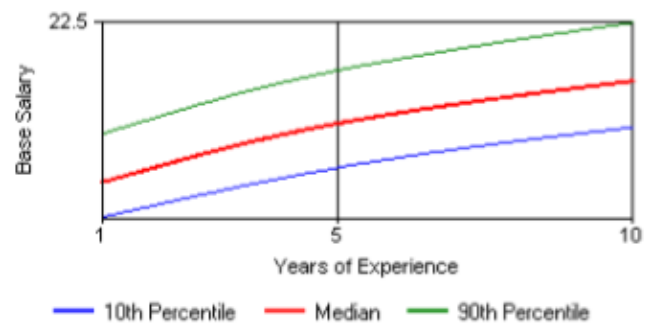
Cleaner Commercial or Institutional

Specifications

Prepared For:
Area: Marathon, Florida
Industry: All Industries - Diversified

Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.5% (Adjustment: 0.21%)
Planning Date: 2/20/2019
Database as of: 1/1/2019
eDot: 381687014
SOC: 372011
Printout Date: 2/20/2019

Hourly Base Salaries Graph



(Items in bold affect salary estimates)

Estimated Survey Median Hourly Base Salaries

All Incumbent Median: \$17.17

Years of Experience	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
10	16.95	18.11	19.37	20.99	22.42
7	15.80	16.94	18.17	19.71	21.04
5	14.85	15.94	17.17	18.66	19.93
3	13.63	14.61	15.79	17.22	18.45
1	12.26	13.08	14.09	15.41	16.59



SALARY ASSESSOR® Individual Position Profile

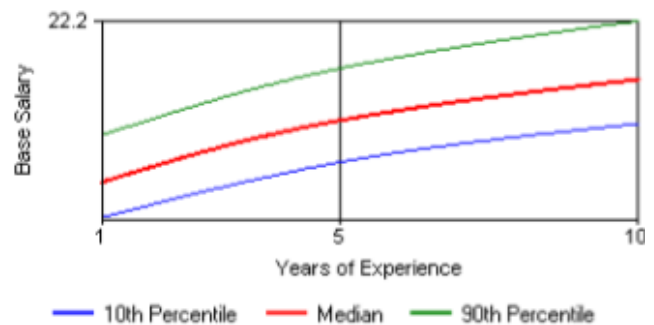
Page 1 of 2

Handyman

Specifications

Prepared For:
Area: Marathon, Florida
Industry: All Industries - Diversified
Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.4% (Adjustment: 0.2%)
Planning Date: 2/20/2019
Database as of: 1/1/2019
eDot: 899381011
SOC: 499071
Printout Date: 2/20/2019

Hourly Base Salaries Graph



(Items in bold affect salary estimates)

Estimated Survey Median Hourly Base Salaries

All Incumbent Median: \$17.34

Years of Experience	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
10	17.17	18.19	19.33	20.83	22.18
7	16.17	17.17	18.26	19.67	20.92
5	15.30	16.27	17.34	18.69	19.87
3	14.06	14.98	16.03	17.32	18.42
1	12.59	13.38	14.33	15.54	16.60

Key Largo, FL



SALARY ASSESSOR® Individual Position Profile

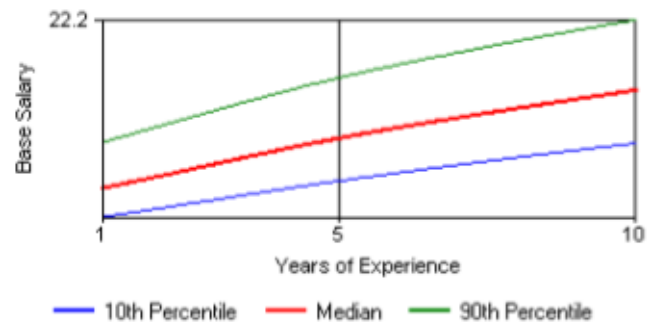
Page 1 of 2

Custodian Lead (hybrid position)

Specifications

Prepared For:
Area: Key Largo, Florida
Industry: All Industries - Diversified
Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.6% (Adjustment: 0.21%)
Planning Date: 2/20/2019
Database as of: 1/1/2019
eDot: N/A
SOC: N/A
Printout Date: 2/20/2019

Hourly Base Salaries Graph



(Items in bold affect salary estimates)

Estimated Survey Median Hourly Base Salaries

All Incumbent Median: \$16.09

Years of Experience	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
10	15.82	17.07	18.56	20.48	22.18
7	14.71	15.82	17.16	18.92	20.51
5	13.89	14.88	16.09	17.71	19.20
3	12.95	13.81	14.83	16.27	17.61
1	12.01	12.70	13.51	14.74	15.86



SALARY ASSESSOR® Individual Position Profile

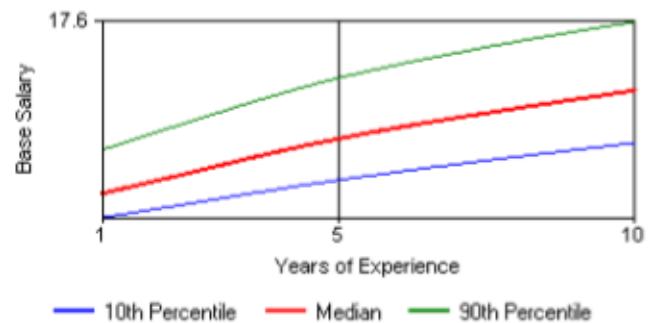
Page 1 of 2

Custodian

Specifications

Prepared For:
Area: Key Largo, Florida
Industry: All Industries - Diversified
Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.4% (Adjustment: 0.2%)
Planning Date: 2/20/2019
Database as of: 1/1/2019
eDot: 382664010
SOC: 372011
Printout Date: 2/20/2019

Hourly Base Salaries Graph



(Items in bold affect salary estimates)

Estimated Survey Median Hourly Base Salaries

All Incumbent Median: \$13.11

Years of Experience	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
10	12.94	13.84	14.94	16.32	17.54
7	12.14	12.93	13.91	15.20	16.38
5	11.54	12.24	13.11	14.30	15.40
3	10.83	11.40	12.10	13.15	14.13
1	10.11	10.53	11.03	11.88	12.68



SALARY ASSESSOR® Individual Position Profile

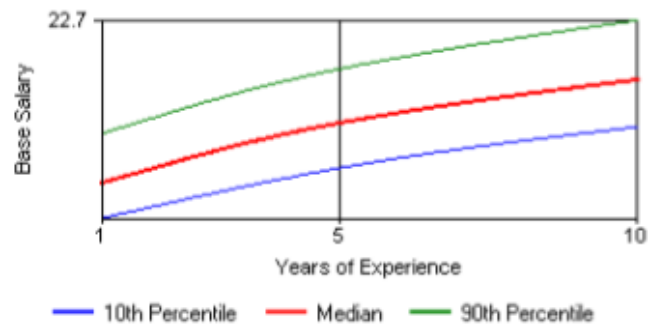
Page 1 of 2

Cleaner Commercial or Institutional

Specifications

Prepared For:
Area: Key Largo, Florida
Industry: All Industries - Diversified
Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.5% (Adjustment: 0.21%)
Planning Date: 2/20/2019
Database as of: 1/1/2019
eDot: 381687014
SOC: 372011
Printout Date: 2/20/2019

Hourly Base Salaries Graph



(Items in bold affect salary estimates)

Estimated Survey Median Hourly Base Salaries

All Incumbent Median: \$17.37

Years of Experience	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
10	17.15	18.33	19.60	21.24	22.68
7	15.99	17.14	18.39	19.94	21.29
5	15.03	16.13	17.37	18.87	20.16
3	13.80	14.79	15.98	17.42	18.67
1	12.41	13.24	14.26	15.59	16.79



SALARY ASSESSOR® Individual Position Profile

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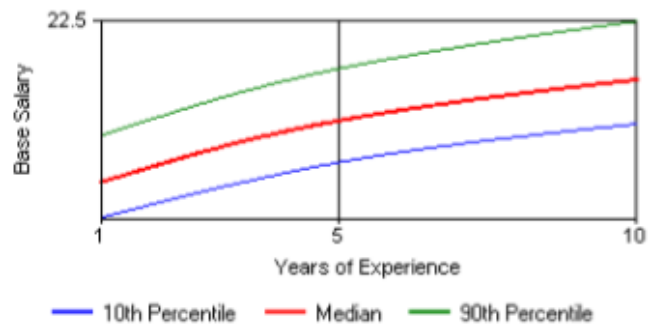
Handyman

Specifications

Prepared For:
Area: Key Largo, Florida
Industry: All Industries - Diversified
Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.4% (Adjustment: 0.2%)
Planning Date: 2/20/2019
Database as of: 1/1/2019
eDot: 899381011
SOC: 499071
Printout Date: 2/20/2019

(Items in bold affect salary estimates)

Hourly Base Salaries Graph



Estimated Survey Median Hourly Base Salaries

All Incumbent Median: \$17.55

Years of Experience	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
10	17.37	18.41	19.56	21.08	22.43
7	16.36	17.37	18.47	19.90	21.17
5	15.48	16.46	17.55	18.91	20.10
3	14.23	15.16	16.22	17.52	18.64
1	12.75	13.54	14.50	15.73	16.79

Key West, FL



SALARY ASSESSOR® Individual Position Profile

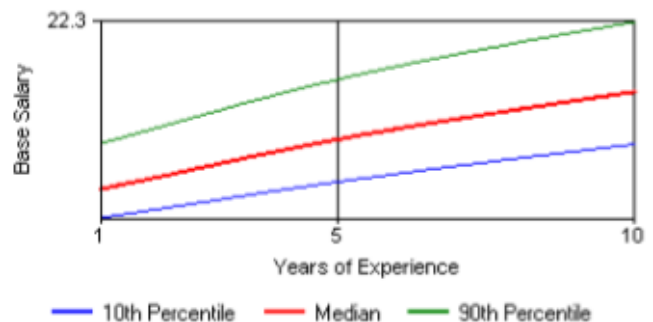
Page 1 of 2

Custodian Lead (hybrid position)

Specifications

Prepared For:
Area: Key West, Florida
Industry: All Industries - Diversified
Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.6% (Adjustment: 0.21%)
Planning Date: 2/20/2019
Database as of: 1/1/2019
eDot: N/A
SOC: N/A
Printout Date: 2/20/2019

Hourly Base Salaries Graph



(Items in bold affect salary estimates)

Estimated Survey Median Hourly Base Salaries

All Incumbent Median: \$16.11

Years of Experience	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
10	15.84	17.09	18.59	20.50	22.21
7	14.74	15.84	17.18	18.94	20.54
5	13.91	14.91	16.11	17.73	19.22
3	12.97	13.83	14.86	16.30	17.63
1	12.03	12.72	13.53	14.76	15.89



SALARY ASSESSOR®

Individual Position Profile

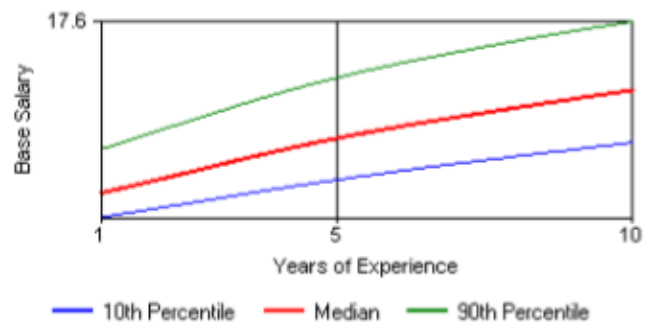
Page 1 of 2

Custodian

Specifications

Prepared For:
Area: Key West, Florida
Industry: All Industries - Diversified
Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.4% (Adjustment: 0.2%)
Planning Date: 2/20/2019
Database as of: 1/1/2019
eDot: 382664010
SOC: 372011
Printout Date: 2/20/2019

Hourly Base Salaries Graph



(Items in bold affect salary estimates)

Estimated Survey Median Hourly Base Salaries

All Incumbent Median: \$13.13

Years of Experience	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
10	12.96	13.86	14.96	16.35	17.57
7	12.16	12.95	13.94	15.23	16.41
5	11.56	12.26	13.13	14.32	15.43
3	10.84	11.41	12.12	13.17	14.15
1	10.13	10.54	11.04	11.90	12.70



SALARY ASSESSOR® Individual Position Profile

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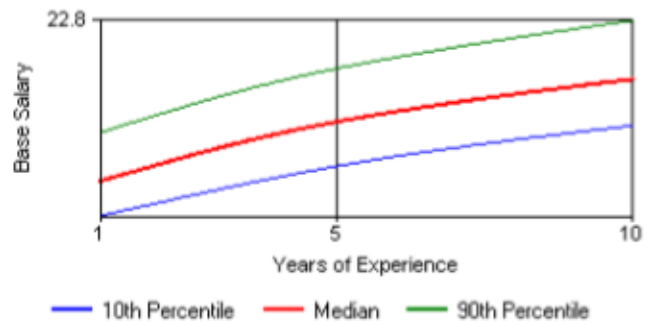
Cleaner Commercial or Institutional

Specifications

Prepared For:
Area: Key West, Florida
Industry: All Industries - Diversified
Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.5% (Adjustment: 0.21%)
Planning Date: 2/19/2019
Database as of: 1/1/2019
eDot: 381687014
SOC: 372011
Printout Date: 2/19/2019

(Items in bold affect salary estimates)

Hourly Base Salaries Graph



Estimated Survey Median Hourly Base Salaries

All Incumbent Median: \$17.40

Years of Experience	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
10	17.18	18.36	19.64	21.28	22.72
7	16.02	17.17	18.42	19.98	21.33
5	15.06	16.16	17.40	18.91	20.20
3	13.82	14.82	16.01	17.46	18.70
1	12.43	13.26	14.29	15.62	16.82



SALARY ASSESSOR® Individual Position Profile

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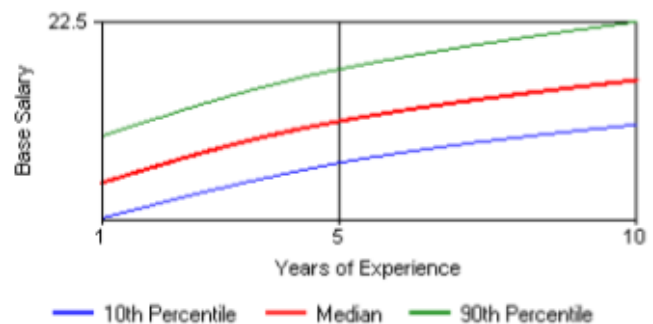
Handyman

Specifications

Prepared For:
Area: Key West, Florida
Industry: All Industries - Diversified
Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.4% (Adjustment: 0.2%)
Planning Date: 2/19/2019
Database as of: 1/1/2019
eDot: 899381011
SOC: 499071
Printout Date: 2/19/2019

(Items in bold affect salary estimates)

Hourly Base Salaries Graph



Estimated Survey Median Hourly Base Salaries

All Incumbent Median: \$17.58

Years of Experience	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
10	17.40	18.44	19.59	21.11	22.47
7	16.39	17.40	18.51	19.94	21.21
5	15.51	16.49	17.58	18.95	20.14
3	14.25	15.19	16.25	17.55	18.67
1	12.77	13.57	14.53	15.75	16.82

Tavernier, FL



SALARY ASSESSOR® Individual Position Profile

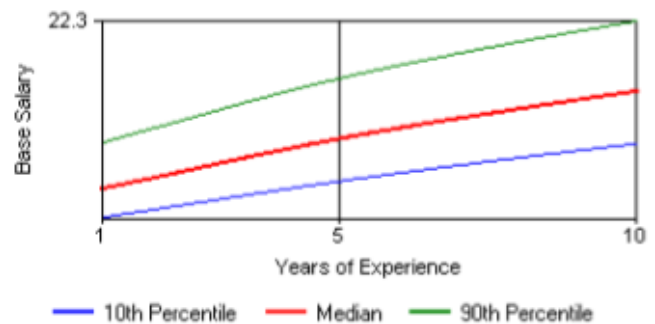
Page 1 of 2

Custodian Lead (hybrid position)

Specifications

Prepared For:
Area: Tavernier, Florida
Industry: All Industries - Diversified
Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.6% (Adjustment: 0.21%)
Planning Date: 2/20/2019
Database as of: 1/1/2019
eDot: N/A
SOC: N/A
Printout Date: 2/20/2019

Hourly Base Salaries Graph



(Items in bold affect salary estimates)

Estimated Survey Median Hourly Base Salaries

All Incumbent Median: \$16.15

Years of Experience	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
10	15.89	17.14	18.64	20.55	22.26
7	14.77	15.89	17.23	18.99	20.59
5	13.95	14.95	16.15	17.78	19.27
3	13.00	13.86	14.89	16.34	17.68
1	12.05	12.75	13.56	14.80	15.93



SALARY ASSESSOR® Individual Position Profile

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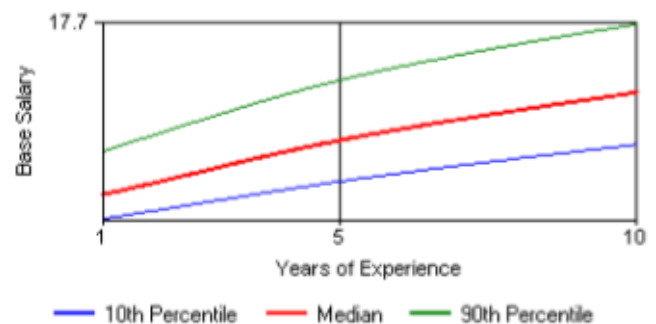
Custodian

Specifications

Prepared For:
Area: Tavernier, Florida
Industry: All Industries - Diversified
Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.4% (Adjustment: 0.2%)
Planning Date: 2/20/2019
Database as of: 1/1/2019
eDot: 382664010
SOC: 372011
Printout Date: 2/20/2019

(Items in bold affect salary estimates)

Hourly Base Salaries Graph



Estimated Survey Median Hourly Base Salaries

All Incumbent Median: \$13.16

Years of Experience	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
10	12.99	13.90	15.00	16.39	17.61
7	12.19	12.99	13.97	15.26	16.44
5	11.59	12.29	13.16	14.36	15.47
3	10.87	11.44	12.15	13.20	14.19
1	10.15	10.57	11.07	11.93	12.73



SALARY ASSESSOR® Individual Position Profile

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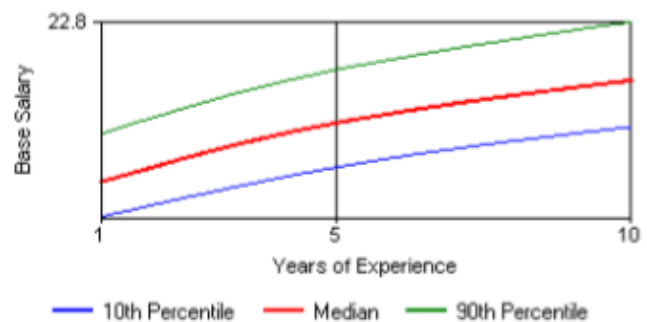
Cleaner Commercial or Institutional

Specifications

Prepared For:
Area: Tavernier, Florida
Industry: All Industries - Diversified
Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.5% (Adjustment: 0.21%)
Planning Date: 2/20/2019
Database as of: 1/1/2019
eDot: 381687014
SOC: 372011
Printout Date: 2/20/2019

(Items in bold affect salary estimates)

Hourly Base Salaries Graph



Estimated Survey Median Hourly Base Salaries

All Incumbent Median: \$17.44

Years of Experience	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
10	17.22	18.40	19.68	21.32	22.78
7	16.06	17.20	18.46	20.02	21.37
5	15.09	16.20	17.44	18.95	20.25
3	13.85	14.85	16.04	17.49	18.74
1	12.46	13.30	14.32	15.66	16.85



SALARY ASSESSOR® Individual Position Profile

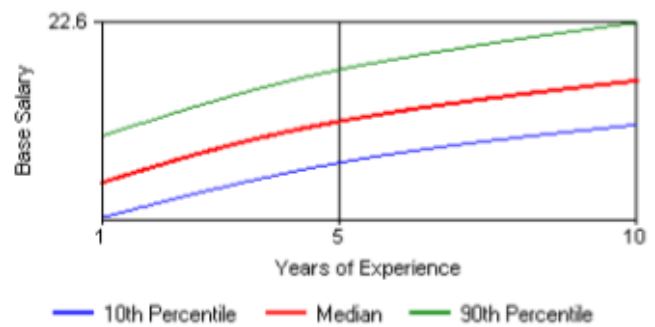
Page 1 of 2

Handyman

Specifications

Prepared For:
Area: Tavernier, Florida
Industry: All Industries - Diversified
Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.4% (Adjustment: 0.2%)
Planning Date: 2/20/2019
Database as of: 1/1/2019
eDot: 899381011
SOC: 499071
Printout Date: 2/20/2019

Hourly Base Salaries Graph



(Items in bold affect salary estimates)

Estimated Survey Median Hourly Base Salaries

All Incumbent Median: \$17.62

Years of Experience	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
10	17.44	18.48	19.64	21.16	22.53
7	16.43	17.44	18.55	19.98	21.25
5	15.54	16.53	17.62	18.99	20.18
3	14.29	15.22	16.28	17.59	18.71
1	12.80	13.60	14.56	15.79	16.86

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Custodial Program

Standard Cleaning Specifications

ABM acknowledges the cleaning specifications in RFP 2019914, Custodial Services. We commit to working closely with Monroe County School District to establish custom specifications that include elements of APPA 1 and 2.



APPA Standards

APPA standards have become an invaluable tool in the planning, execution and measurement of Monroe County School District. Because they cover both appearance and health, they are ideal for auditing the quality of our services.

It is our goal to maintain at least Level 2 – Ordinary Tidiness standards on all sites.

Level 1 – Orderly Spotlessness

- Floors and base moldings shine and /or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights all work and fixtures are clean.
- Washrooms and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

Level 2 – Orderly Tidiness

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls. But there can be up to two days' worth of dust, dirt, stains or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust smudges and fingerprints are noticeable upon close observation. Lights all work and fixtures are clean.
- Washrooms and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

EDUCATION



We service and maintain **150+** campuses and **400+** school districts

We clean **1+ billion sq. ft.** of education space annually

Over **90 years'** experience serving Education clients nationwide

Key Initiatives

The key initiatives outlined below are not intended to be comprehensive but rather are noted to highlight several essential elements of our Custodial Services program that will be tailored specifically for Monroe County School District.

Standard Cleaning Procedures

With significant input from the school, we can develop and implement a set of standard cleaning procedures used at all levels. Our managers will train staff on these procedures, and managers and school personnel can use them as a baseline for quality control site inspections and performance audits.

First Impression Areas

First impression areas are critical to students, faculty, staff and visitors. We typically implement a rotation-based sequence of cleaning for entrances, lobbies, restrooms, hallways and other common areas most frequently visited. This results in great first impressions areas that are clean, tidy, odor-free and stocked with necessary supplies.

Floor Care Regimen

While well-maintained floor surfaces provide a positive aesthetic, the ultimate purpose of performing routine and periodic maintenance is to protect the valuable assets in which the school has invested.

We will utilize a dedicated floor care team that will follow the established floor care regimen, for both hard and soft surfaces. Carpets will be spot or fully cleaned as needed, damaged tiles will be identified and reported appropriately, and floors will be stripped and refinished periodically with routine burnishing and coating performed, again, to protect the investment in surfaces.



Summer/Winter/Break Cleaning

We have established protocols for project cleaning and special events. These occur during times when schools are closed for breaks (Winter/Summer), as well as during normal school sessions. We will work with the School District of Beloit Turner to customize our protocols to align with the district's calendars and events.

Facilities Tours

ABM understands that a school's growth depends on first impressions – and we only have seven seconds to make a good first impression.

Green Cleaning

Sustainable Solutions for Clean & Safe Schools

The ABM GreenCare® program focuses on products, tools, equipment, processes and policies. Our program promotes a healthier environment for your building's occupants while significantly reducing the harm done to the environment. Green cleaning also preserves your capital investments (floors, furniture, etc.) because green products are less harsh than traditional products. We use environmentally preferable products and sustainable procedures following the requirements of the U.S. Green Building Council, Green Seal, Environmental Protection Agency, Environmental Choice, and the Carpet and Rug Institute, who provide nationally recognized standards for green products and procedures. Our program is overseen by Alan France, our dedicated Director of Sustainability. He is supported by LEED APs and Green Associates located throughout the country.

Basic Principles

- Focus on entryways inside and out
- Minimize particles and chemicals in the air
- Use chemical management systems
- Ensure proper vacuuming
- Focus on preventative measure
- Focus on touch-points
- Apply disinfectant in restrooms properly
- Promote safety and prevent cross-contamination

ABM
greencare®
for facilities, inside & out

Over 461 million sf at
more than 1000 client
sites have implemented
ABM GreenCare®

DID YOU KNOW?

*We've reduced our education clients' energy use by 26.5%,
saving them more than \$20+ million.*



A Flexible Program to Meet Your Sustainability Goals

We've made the program flexible by offering three distinct levels. We'll help you take a more holistic approach to green cleaning, whether it's switching to green cleaning products, implementing sustainable equipment and processes or assisting with LEED certification. If you would like to select components from different levels to customize your program, we will gladly accommodate your request. We'll use our Assessment and Transition Plan Tool to assess your existing sustainability efforts and develop pricing and a transition plan to implement green cleaning.



- Green Chemicals
- Green Paper Products

- Processes and Prevention
- Microfiber, Entry Way Mats, Early Spill Notification
- Chemical Dilution
- Green Equipment

- LEED Certification Support
- Low Environmental Impact Policies
- Innovative Programs
- Occupant Responsibility and Education
- Measurement & Tracking
- Auditing

“ABM has played a key part in introducing and continuing the successful use of the District’s green cleaning program that started in 2009. The program has contributed to lower absenteeism rates. ABM continues to partner with Cherry Creek Schools to achieve the common goal of a clean and healthy environment in our school system.”

- Facilities Operations Manager
Cherry Creek School District

Chemical Cleaning Supplies

Chemical List:

Brand/Manufacturer	Product Name	Chemical Grade
Diversey	VirexII-256 Disinfectant	Hospital grade
Diversey	PerDiem GP	Pro grade
Diversey	Glance NA - Glass Cleaner	Pro grade
Essential Industries	X-Coat Nano Wax	Pro grade
Essential Industries	Xlerate Stripper	Pro grade
Essential Industries	Blue Concentrate (All Purpose)	Pro grade
Diversey	Alpha – HP (Disinfectant)	Pro grade
Diversey	Breakdown (Enzymatic Odor Digester)	Pro grade
Diversey	Prominence	Pro grade
Diversey	Stride Citrus Floor Cleaner	Pro grade
Renown	Large/Small Trash bags	Pro grade
Georgia Pacific	Renown-2-ply Toilet Paper	Green
Georgia Pacific	Envision Paper Towels	Green

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Transition Plan

ABM possesses a thorough understanding of the service expectations across MCSD's facilities as well as how the various facilities operate daily throughout the year. Therefore, **there will be no disruption to the janitorial program** or a transition period with a renewed partnership.

The company's key operations and business development management personnel walked all buildings on campus, surveying operations with a view to provide a vision for the future operation of the program to continually improve on the delivery and performance of the program based on the new RFP.

Practical Analysis

ABM's practical survey process included the following key elements:

- A thorough review of all facilities that comprise the requirements for the campus based on the RFP scope of work
- An analysis of the tasks and frequencies provided to assess the appropriate labor hours required to provide a professional quality driven program
- A physical examination of each building that allowed us to consider:
 - existing standards and conditions,
 - review hard surface/carpet floor ratios,
 - observe occupant traffic patterns,
 - accessibility concerns,
 - supply logistics,
 - shipping and receiving capabilities
 - as well as the general condition of the buildings and infrastructure components

Analytical Analysis

Once this 'practical' analysis was completed, a thorough off-site 'analytical' analysis was performed taking into consideration the following:

- Cleaning and grounds specifications and frequencies in the scope of work
- ABM's knowledge of the expectations of district stakeholders
- Our in-depth knowledge of how the program operates to support district operations
- Opportunities we observed to provide the resources to enhance and build upon the current program across the campus

ABM is confident that a tailored customized approach to delivering a superior quality-driven custodial services program will ensure ABM meets and exceeds MCSD's expectations.

CUSTODIAL SERVICES PROPOSAL

Our survey focused on critical areas as follows:

- Understanding building use, age, physical layout and floor type
- Reviewing occupant traffic patterns and concentrations throughout the day and night which is critical to understanding MCSD's custodial requirements
- Analyzing the cleaning and grounds frequencies requested and ABM's knowledge of how MCSD's campus operates
- Current day and evening staffing levels required to exceed the specifications and frequencies
- Supervision, inspections and quality control processes
- Training and safety knowledge/procedures
- Proposed staffing, equipment and supplies required to fulfill MCSD's specifications and to exceed expectations for service and quality

MCSD's facilities encompass various floor compositions including VCT, terrazzo, concrete, tile, wood and carpet to name a few. These varied floor surfaces present operational challenges and opportunities, not only for daily custodial maintenance but also for long-term preservation of floor assets.

Our program provides the man-hours, supplies, technology, training, inspection processes and quality control mechanisms to meet and exceed MCSD's expectations across all facilities.



Start-up for a New Contract Term

Tasks & Assignments		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Renewed Contract, Insurance, Licenses							
1	Contract review and negotiation						
2	Finalize contract with CSUMB						
3	Order insurance certificate						
4	Summarize all final contract details and review with team						
5	Ensure all applicable licenses are in place						
Human Resources							
1	Review existing employees and job functions						
2	Plan any required job fairs in coordination with CSUMB for any new hire requirements						
3	Work with CSUMB to assist with communicating times and locations of job fairs as applicable						
4	Ensure human resources job fair team plan and coordinate staffing of job fair locations						
5	Conduct background checks for any new ABM hires						
6	Employee roster development and initial job scheduling						
7	New employee paperwork completion and submission to human resources						
8	Job descriptions reviewed/presented to employees						
9	Introduce and train new employees on daily time keeping procedures						
10	Update individual staff training records						
11	Implement additional training programs						
12	Implement employee recognition program						
13	Complete orientation checklist for any new hires						
14	Plan and schedule initial training, safety awareness, safe equipment handling, PPE distribution for new hires						
Office and Administrative Set Up							
1	Implement any new vendor control logs and approved procurement practices						
2	Prepare weekly review for CSUMB liaison & administration as applicable						
3	Customer Business Review - Establish members and set dates for monthly/quarterly meetings						
Safety and Regulatory Compliance							
1	Establish any new SDS booklets and distribute/post according to CSUMB policies and procedures						
2	SDS and safety rules reviewed with and issued to employees						

CUSTODIAL SERVICES PROPOSAL

Tasks & Assignments		Week 1		Week 2		Week 3		Week 4		Week 5		Week 6	
3	Sign off on all employee PPE distribution												
4	Review HazMat procedures with all employees												
5	Review spill management program and procedures												
6	Review lock out-tag out procedures												
Financial Management													
1	Review new contract budget												
2	Establish new monthly budget tracking												
3	Implement payroll procedures and communicate with employees for any new hires												
Quality Control													
1	Load campus geography into SITE Quality Assurance program as applicable												
2	Implement CSUMB client survey procedures												
3	Implement SITE QA program for all campus operations												
Custodial Program													
1	Obtain floor plans for each building as required												
2	Update task assignments for each building												
3	Write and review lock out-tag out procedures												
4	Receive equipment/distribution												
5	Inventory and tag all new ABM capital equipment												
6	Implement operational log books												
7	Implement training programs												
8	Implement Safety Tips of the week												
9	Standard operating procedure implementation and roll out to team												
10	Plan initial labor scheduling for summer programs and camps												
11	Ensure all equipment and supplies on ordered, received and pre-positioned												

Quality Assurance

SITE Technology

ABM's SITE Technology platform uses tablets to make communication with Monroe County School District more extensive and immediate. The system includes:

- Marketing information on all available extra services (carpet care, floor care, lighting, etc.)
- Immediate pricing of services and approval by clients via electronic signature
- A custom inspection system
- Upload of pictures for more accurate job set-ups and help with work completion verification
- Immediate access to all billing, outstanding work orders, and contract specifications
- Client access to data via their desk computer via portal



How it Works

The tablet is carried by ABM's on-site managers. It is also used by ABM district and operations managers as they visit the property. All their day to activity from work schedules, emails, job descriptions, specifications, inspections, and work orders are operable at all times. This allows our site managers to be in the areas of service rather than in an office.

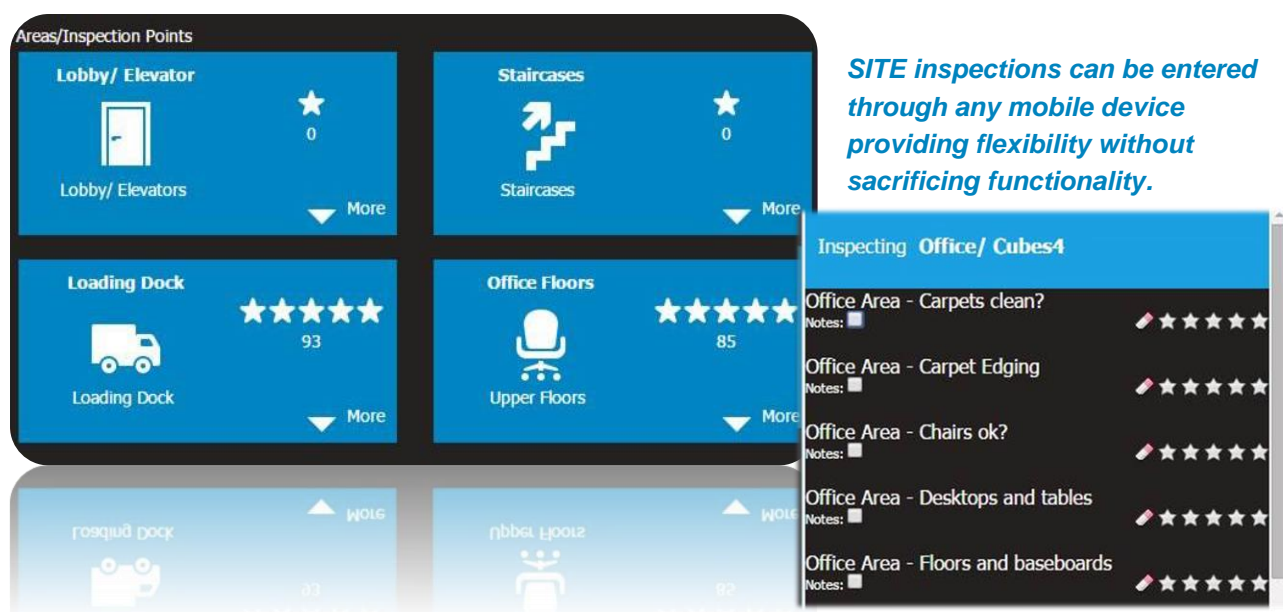
Clients attend meetings with our ABM managers and use SITE to review the services, work orders and inspections. Clients learn about various services through photography and short video vignettes that help educate clients on the many services we provide. Clients have the option to electronically sign for services immediately or have a file sent for their approval later. All correspondence is done online, the only paper copies are those made by clients that wish to maintain files.

Inspections and periodic work completion information is input by ABM site managers. Simple reports are available or can be automatically sent to our customers at a set frequency. Results are reviewed by ABM management with our customers at regular face to face meetings and quarterly business review meetings.



Inspection Tool

Inspection information is collected and logged into the quality management system by ABM site managers. Reports can be customized and are available in hard copy or can be automatically sent to our customers at a set frequency.



ABM uses a custom enterprise inspection system, designed specifically to assist in the field of facility service inspections. After many years of using “off-the-shelf” inspection software, ABM invested both time and monetary resources to create this tool for accomplishing these important areas:

- Provide recent, relevant, performance history to both ABM & clients.
- Accurately record data to the level of service performed.
- Prompt ABM personnel to review all cleaning process steps within a specific room type.
- Reduce administrative dependency to input manually collected inspection data.
- Hierarchal design that allows managers to view the performance history of the accounts they are responsible for.
- “Real-time”, readily accessible reports which allow our clients, & our site personnel, the ability to effectively analyze & extract the necessary information to maintain service performance.
- Provide trended statistical analysis from which fact-based operational decisions can be determined and/or affirmed (24 months of history remains online before being archived).
- Server-based & centrally controlled by our IT and Center of Excellence departments to ensure regular maintenance, security & updates are handled properly.
- The entire system is backed up nightly & is a part of our IT department’s disaster recovery plan.

Customers may also participate in the data collection.

CUSTODIAL SERVICES PROPOSAL

Customized to Monroe County School District's Specifications

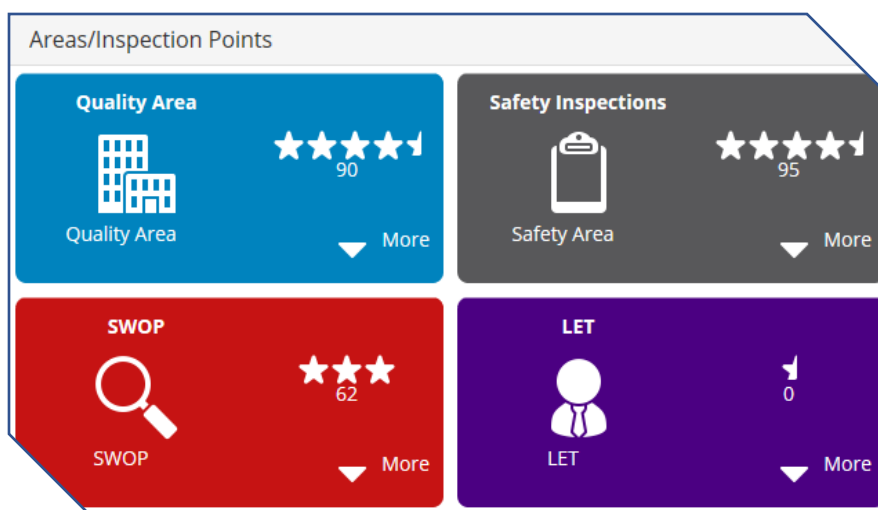
To allow the flexibility needed to inspect our diverse customer base, ABM has created 70+ customized room types, allowing us to accurately inspect any area regardless of floor surface and contract specifications. Our system easily handles the standard room types of Common Area, Classrooms and Offices, as well as those non-standard areas including ATM's, Fountain/Statues, etc. The questions asked within these room types are the exact process steps that we use to clean those areas.

By inspecting what we expect, not only do we constantly reinforce consistent results, but we have the data to identify which processes are needing additional attention, training, monitoring, etc.

As an added value service for our customers, every room type has a maintenance question to allow our inspectors to enter in non-emergency maintenance items found in the facility, which can then be viewed online or printed immediately after the inspection is completed.



Our SITE inspection system has the scalability to handle any size facility, from sub 1,000 square foot buildings through multi-million square foot, multi-building complexes. The size and scope of the installation will vary based on the size and scope of the site.



Grading Scale

To reduce subjectivity differences, ABM uses a "Satisfactory", "Unsatisfactory" or "Not Applicable" grading scale. Users will be grading the individual process steps that are completed to service that particular room type. The decision of "Satisfactory", "Unsatisfactory" or "Not Applicable" will be based upon the unique specification of the contract. In addition, to pinpoint our findings, the system allows text and photographic documentation to allow greater accuracy in determining our necessary corrective actions needed to deliver exceptional service.

Attendance

Attendance Reporting

At ABM our engaged employees are the backbone of the services and solutions we provide to our clients. We are currently investing in upgrading our systems and processes to increase our service delivery and improve our employee productivity.

In support of the ABMWay, our standard operating procedures, we recently upgraded and enhanced our online labor management system, EPAY. This cloud-based version provides new functionality and custom enhancements for MCSD's on-site project manager for all labor management responsibilities.

Within the upgraded tool MCSD's ABM managers are able to:

- Create work schedules
- Assign employees to shifts
- Schedule maintenance tasks
- Update shifts / employee assignments
- Review labor
- See detailed analytics through a new reporting dashboard



MCSD will benefit from our upgraded labor management system through:

- Accurate staffing to meet MCSD's needs
- More face to face time with your ABM Project Manager, as many of his/her tasks will become automated which will free up time
- Accurate billing due to correct collection of time
- Security knowing the correct employees are reporting for their scheduled shifts

Invoice Adjustment

ABM Management will work closely with the district contact to monitor absenteeism and determine if it is a recurring issue. Since the staffing budget is not centered around the minimum required coverage, but rather the maximum; taking into consideration, vacation, sick leave and OT for coverage of absences, ABM management feels confident coverage needs will be met. If absenteeism is deemed a recurring issue, then a comparable and mutually beneficial remedy will be put in place.

Training Programs

ABM will provide MCSD with employees that have the training they need to successfully perform their duties in your schools, improve efficiency, and develop new skills. After completing training, all ABM employees understand that our services are centered on creating a clean and safe environment for your students. We emphasize a culture of ownership, which leads to higher productivity, quality and retention. Every ABM employee meets the following criteria:

- Technically proficient with safe handling of chemicals, equipment and methods
- Familiar with the rules and regulations of your schools
- Thoroughly trained in job safety
- Committed to providing outstanding service

New Hire Orientation and Training

Training for service workers concentrates on specific work tasks. Our Supervisors demonstrate each task step-by-step, detailing the importance of each step along the way, and train them to perform visual inspections before completing work. The Supervisors also provide guidance to the service workers as they work.

Once initial training is complete, Supervisors perform recurring reviews to make sure that they are maintaining SDB's and our standards. By empowering our employees with comprehensive training, we are able to minimize deficiencies and quickly identify opportunities for improvement.

Recurrent Training Sessions

Our managers conduct recurrent training sessions for current and replacement employees. These sessions are more technical in nature and concentrate on specific job tasks and duties, such as specialized certifications and interdisciplinary training. Employees are trained in groups specific to their function.

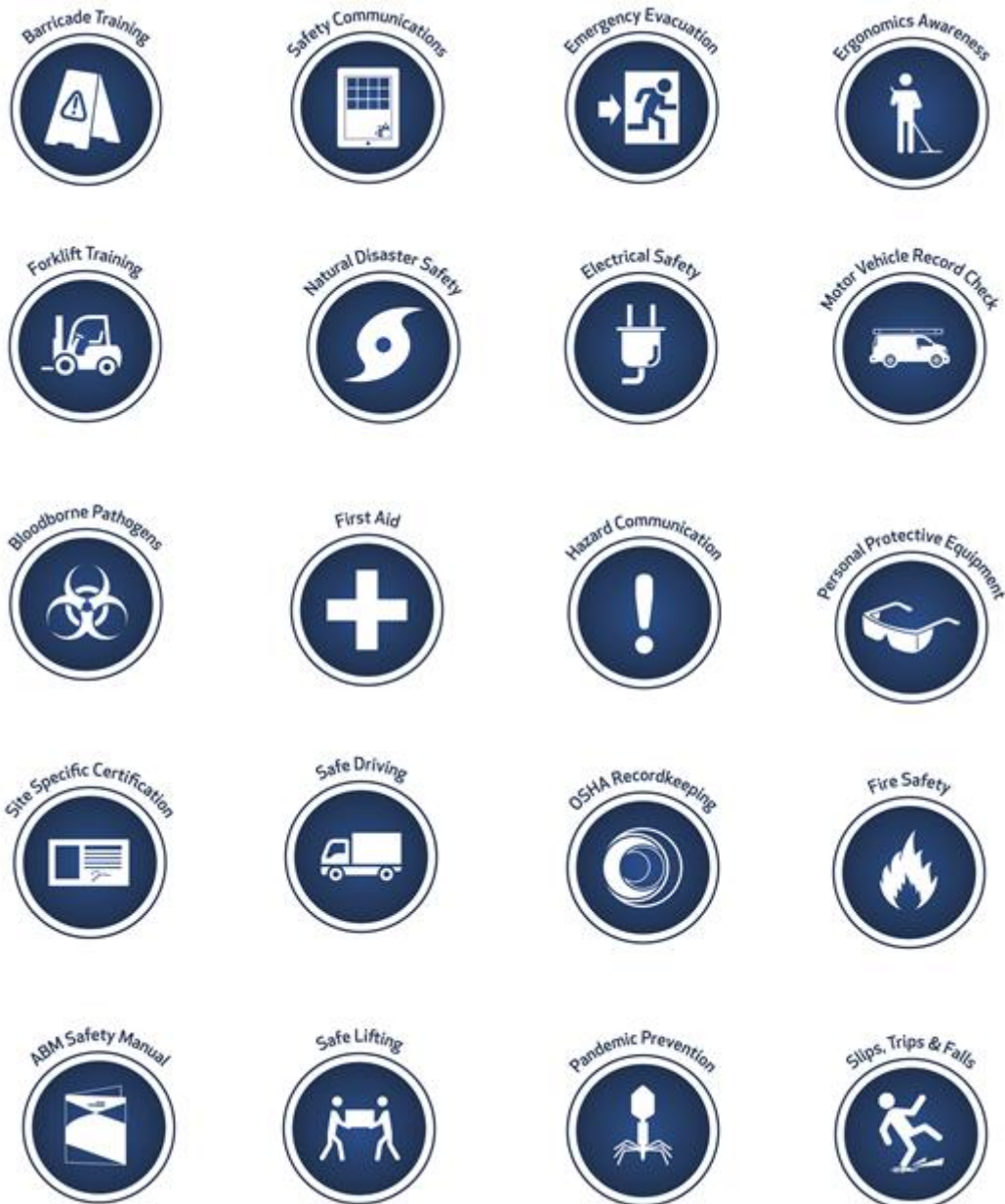
Compliance is measured and tracked by attendance, job performance, tests, etc. to ensure all employees are receiving the proper level of training. ABM provides ongoing support to our employees as they grow and develop in their careers. Our culture encourages each employee to openly communicate with his or her manager to develop a career path that builds on individual strengths and talents. Performance reviews further facilitate ongoing coaching and development so that each employee continues to prosper.



CUSTODIAL SERVICES PROPOSAL

Monthly Safety Training Topics

All ABM employees receive safety orientation upon hire and monthly thereafter. A schedule will be sent out quarterly along with the training material. The material is available in video, CD, on-line and hard copy formats. The attendance roster must be available for inspection at the branch office. A copy of each month's attendance rosters is submitted to the Regional Safety Director by the middle of the following month. Copies must be kept on location as well for the duration of the contract.



Management Training

Satisfied and highly-trained employees who recognize the potential for career advancement are eager to serve clients with excellence. Training is an investment in our employees – and the company's future. We support our managers' continuing education efforts with training curricula and support related to a myriad of relevant topics, including:

- Business acumen
- Client service
- Communication skills
- Leadership and managerial development
- Employment law and supervisory skills
- Software training
- Professional association memberships
- Safety certification courses
- Conferences or seminars
- Key Control Procedures

Development opportunities such as the ones offered at ABM, help employees hone leadership, management and other skills that can be directly applied on the job. Thus, employees feel encouraged to move forward both personally and professionally. Our commitment to training helps the company retain top talent, which directly impacts ABM's superior levels of quality and client service that our clients expect and demand.

Janitorial Training Agenda

- Orientation to ABM and to the school(s)
- Orientation to specific facility rules and regulations
- ABM policies and procedures
- Safety training (policies, emergency procedures, chemical use and handling, personal protective equipment, blood-borne pathogens, hazard recognition, lifting and material handling, etc.)
- Office, restroom and common area cleaning procedures
- Green cleaning processes via ABM Green Care™
- Explanation of individual job duties
- Key control policies and procedures
- Proper use of tools and equipment
- Waste Disposal
- Site security rules and procedures
- Newly branded ABM Uniform distribution
- Recurrent Training Sessions (particularly if service levels change)
- Understanding contracts and agreements for after-hours access
- Observing and reporting student behavior
- Data services/systems that monitor key usage

Pod Training Program

ABM attributes a large amount of its success in education environments to our highly trained staff. Our semi-annual specialized “pod” training program is designed specifically for the education environments and ensures that each employee is given proper training to deliver the standard of service our customers expect.

POD TRAINING 1 (School Year)



POD TRAINING 2 (Summer Break)



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RFP 2019914 – Custodial Services

REFERENCE FORM - APPENDIX B

Provide references from ALL current Dade, Broward, and Monroe County customers you have provided similar services to. Additional South Florida references from other counties may be added at the vendor's discretion. Attach additional copies as needed.

Reference

Organization Name: University of Miami Telephone # 305-284-2847

Contact Name: James Sprinkle Email Address: jsprinkle@miami.edu

Scope of Work Provided: Full service custodial in academic, residence life and health services facilities including UM Health Care, Miller School of Medicine and Sylvester Cancer Care Clinic. Full service grounds/landscape management, athletic field maintenance. 9 million sq. ft.

Project Dollar Value: \$ 18,000,000 Present Contract Status: good standing Contract Dates: 6/14 - Current

Reference

Organization Name: Barry University Telephone # 305-899-3050

Contact Name: Susan Rosenthal Email Address: srosenthal@barry.edu

Scope of Work Provided: Full service custodial, grounds and maintenance to 1.2 million square feet.

Project Dollar Value: \$ 2,465,976 Present Contract Status: good standing Contract Dates: 5/16 - Current

Reference

Organization Name: Nova Southeastern University Telephone # 954-262-2381

Contact Name: Seth Mangasarian Email Address: smangasari@nova.edu

Scope of Work Provided: Grounds and custodial

Project Dollar Value: \$ 10,000,000 Present Contract Status: good standing Contract Dates: 8/19 - 2020

Authorized Representative's Signature  Date: 3/11/2019

Name (Printed) and Title: Trey Brock, Senior Vice President

RFP 2019914 – Custodial Services

REFERENCE FORM - APPENDIX B

Provide references from ALL current Dade, Broward, and Monroe County customers you have provided similar services to. Additional South Florida references from other counties may be added at the vendor's discretion. Attach additional copies as needed.

Reference

Organization Name: City of Weston Telephone # 954-389-4321

Contact Name: Don Decker Email Address: ddecker@weston.org

Scope of Work Provided: Grounds

Project Dollar Value: \$ 1,200,000 Present Contract Status: good Contract Dates: 7/2015 - 2020
standing

Reference

Organization Name: Collier County Schools Telephone # 239-377-0418

Contact Name: Tom Conrecode Email Address: conret1@collierschools.com

Scope of Work Provided: Full service custodial to 8.1 million square feet.

Project Dollar Value: \$ 11,022,000 Present Contract Status: good Contract Dates: 10/2008 -
standing Current

Reference

Organization Name: Westminster Christian School Telephone # 305-233-2030

Contact Name: Robert Lungren Email Address: rlungren@wscmiami.org

Scope of Work Provided: Facilities Operation and Maintenance & Grounds

Project Dollar Value: \$ 569,410 Present Contract Status: good Contract Dates: 7/18 - 2023
standing

Authorized Representative's Signature  Date: 3/11/2019

Name (Printed) and Title: Trey Brock, Senior Vice President

Additional Services

Should your facility needs expand, we have a wide range of services to meet your needs:



Custodial

*Green cleaning and recycling services
Carpet and floor care*

*Staffing and specialty services
Clean room and GMP cleaning*



Electrical & Lighting

*Repairs, replacements & upgrades
Predictive & preventive maintenance*

*High efficiency lighting
Electrical engineering & commissioning*



Energy

*Guaranteed energy saving programs
EV charging stations*

*Smart building technologies
Renewable energy solutions*



Parking & Transportation

*Valet parking and fee collection
Event parking*

*Ticket booth and will call operations
Shuttle transportation services*



HVAC & Mechanical

*Repairs, replacements & upgrades
Engineering & recommissioning*

Predictive & preventive maintenance



Landscape & Grounds

*Landscape & grounds maintenance
Irrigation systems*

*Athletic & sports field maintenance
Exterior pest & fertility management*



Facilities Engineering

*HVAC, mechanical & electrical
Maintenance, repairs & operations*

*Plumbing, carpentry & locksmith
Handyman services*

Single-source facility service provider.

What to Expect From ABM

ABM provides solutions that lower your operating costs, preserve your assets and maximize their value. We focus on these core areas to deliver the best service possible:

Service Excellence

With our highly-trained, in-house workforce, you can trust that we'll provide you with services that increase efficiencies and lower your operating expenses—all while maintaining a uniform standard of service excellence.

Breadth of Services

We'll provide you with an unrivaled range of facilities solutions that will keep your properties safe, clean, comfortable and energy efficient.

Deep Industry Expertise

From our national office to our local branches, we've made sure our workforce understands your industry. After all, in over 100 years of service, we've developed the expertise to make our solutions work best for you.

Technology-Enabled Workforce

Your facilities will be serviced with the support of innovative technology solutions that will simplify service delivery and allow for greater transparency.

Guaranteed Sustainability Solutions

We've got expertise to support all your sustainability goals, including green cleaning, LEED support, bundled energy solutions, and more.

We Are Ready to Build Value for...

**MONROE COUNTY
SCHOOL DISTRICT**
— CHARTING ^{THE} COURSE —
to excellence in Monroe County



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/11/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Commercial Lines - (404) 923-3700 USI Insurance Services LLC 3475 Piedmont Road NE, Suite 800 Atlanta, GA 30305-2886	CONTACT NAME: PHONE (A/C, No. Ext): FAX (A/C, No): E-MAIL ADDRESS: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: ACE American Insurance Company</td> <td>22667</td> </tr> <tr> <td>INSURER B: ACE Property and Casualty Ins. Co.</td> <td>20699</td> </tr> <tr> <td>INSURER C: Indemnity Insurance Company of North America</td> <td>43575</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: ACE American Insurance Company	22667	INSURER B: ACE Property and Casualty Ins. Co.	20699	INSURER C: Indemnity Insurance Company of North America	43575	INSURER D:		INSURER E:		INSURER F:	
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INSURER E:															
INSURER F:															
INSURED ABM Industry Groups, LLC an ABM Industries Incorporated Company 4151 Ashford Dunwoody Road, Suite 600 Atlanta, GA 30319															

COVERAGES **CERTIFICATE NUMBER: 14124584** **REVISION NUMBER: See below**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$1,000,000 SIR <input checked="" type="checkbox"/> XCU GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			XSLG71211137	11/01/2018	11/01/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 6,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ISAH25269147	11/01/2018	11/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 25,000			XOOG27910865004	11/01/2018	11/01/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WLRC65438707	11/01/2018	11/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Monroe County School District.
 Monroe County District School Board is included as additional insured as respects general liability and automobile liability as required by written contract with the Named Insured.

CERTIFICATE HOLDER

Monroe County School District
 241 Trumbo Road
 Key West, FL 33040

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Donna Madddy

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ACORD 25 (2016/03)

**ADDITIONAL INSURED –
DESIGNATED PERSONS OR ORGANIZATIONS**

Named Insured ABM Industries Incorporated			Endorsement Number 2
Policy Symbol ISA	Policy Number H25269147	Policy Period 11/01/2018 TO 11/01/2019	Effective Date of Endorsement
Issued By (Name of Insurance Company) ACE American Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

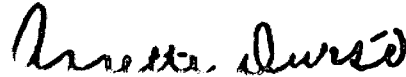
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

**BUSINESS AUTO COVERAGE FORM
AUTO DEALERS COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
EXCESS BUSINESS AUTO COVERAGE FORM**

Additional Insured(s): Any person or organization whom you have agreed to include as an additional insured under a written contract, provided such contract was executed prior to the date of loss.

- A. For a covered "auto," Who Is Insured is amended to include as an "insured," the persons or organizations named in this endorsement. However, these persons or organizations are an "insured" only for "bodily injury" or "property damage" resulting from acts or omissions of:
1. You.
 2. Any of your "employees" or agents.
 3. Any person operating a covered "auto" with permission from you, any of your "employees" or agents.
- B. The persons or organizations named in this endorsement are not liable for payment of your premium.



Authorized Representative

BLANKET ADDITIONAL INSURED

Named Insured ABM Industries Incorporated			Endorsement Number 9
Policy Symbol XSL	Policy Number G71211137	Policy Period 11/01/2018 TO 11/01/2019	Effective Date of Endorsement
Issued By (Name of Insurance Company) ACE American Insurance Company			

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:

EXCESS COMMERCIAL GENERAL LIABILITY POLICY

Any person or organization whom you have agreed to include as an additional insured in a written contract is included as an additional insured under this policy, but only to the extent required by and in accordance with the terms of such written contract, provided that written contract does not specify an ISO endorsement or other specific wording, and only with respect to liability for "bodily injury", "property damage", or "personal and advertising injury" arising out of your ongoing or completed operations.