



## **JHA Solicitation No. CS-003-19 Janitorial Services for Central (1085 Golfair Blvd)**

The Jacksonville Housing Authority (JHA) is requesting bids for janitorial services Monday through Friday between hours of 5:00 p.m. and 10:00 p.m. for JHA's central location at 1085 Golfair Blvd, Jacksonville, FL 32209. This bid will result in a firm fixed price contract for janitorial services. The JHA intends to enter into one contract for these services.

The JHA's current contract for janitorial services is First Coast Franchising, Inc. dba Jani-King of Jacksonville who was retained July 26, 2018 for a total annual contract amount of \$12,600.00.

Bidders must submit proposed pricing where provided on Attachment A of this document. The Jacksonville Housing Authority (JHA) will accept the proposed pricing in person or by mail at 1300 Broad Street N, Jacksonville FL, 32202. The JHA will NOT accept proposed pricing verbally, by telephone or by E-mail.

**1.0 JHA Contact:** All questions pertaining this IFB shall be addressed to Colene Orsini (hereinafter, the Contracting Officer or CO), via e-mail at [corsini@jaxha.org](mailto:corsini@jaxha.org). All questions must be submitted in writing by **July 15, 2019 at 12:00 p.m. Noon EPT (Eastern Prevailing Time)**

**2.0 Site Visit:** Site visitors will meet at the JHA Human Resource Office (First set of office doors on the left side of building.) promptly at 10:00 a.m.

**When: July 8, 2019 at 10:00 a.m. EPT**

**Where: 1085 Golfair Blvd, Jacksonville, FL 32209**

\*\*The site visit is not mandatory however, it is highly encouraged.

**3.0 Applicability:** By submitting a bid to the JHA, the firm or individual doing so (hereinafter, "the bidder") is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the HUD document, *Table 5.1, Mandatory Contract Clauses for Small Purchases Other than Construction*, which is attached hereto.

**4.0 JHA Reservation or Rights:** The JHA reserves the right to:

- 4.1** Reject any or all bids, to waive any informalities in the bid process, or to terminate the bid process at any time, if deemed by the JHA to be in the best interest of the JHA;
- 4.2** Terminate a contract awarded pursuant to this bid at any time for its convenience upon delivery of a 10-day written notice to the apparent or successful bidder;
- 4.3** Determine the days, hours and locations that the successful bidder shall provide the items or services called for in this bid;
- 4.4** Reject and not consider any bid that does not, in the opinion of the CO, meet the requirements of this bid, including but not necessarily limited to incomplete bids offering alternate (not including "or equal" items) or non-requested items or services;

**5.0 Bidder's Responsibility:** Each bidder must carefully review and comply with all instructions provided herein and provided within any attachments.

**6.0 Deadline:** Each bidder shall submit his/her proposed costs, prior to **July 22, 2019 at 2:00 p.m. EPT.** Whereas this is an informal solicitation process, the JHA reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of the CO, it is in the best interests of the JHA to do so.

**7.0 Bid Submission:** All proposals must be submitted and time-stamped received in the designated JHA office no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy (marked "ORIGINAL") and 2 exact copies of the bid submittal, shall be placed unfolded in a sealed package and addressed to:



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Jacksonville Housing Authority  
Attention: Colene Orsini, Procurement Supervisor  
1300 Broad Street N.  
Jacksonville, Florida 32202

The package exterior must clearly denote the above noted IFB number and must have the bidder's name and return address. Bids received after the published deadline will not be accepted.

- 8.0 Hold Prices/Non-Escalation:** By submitting a bid, and whereas the bid sum submitted is a firm-fixed bid, each bidder thereby agrees to "hold" or not increase the proposed bid prices during the term of the work.
- 9.0 Payments:** Monthly payments with satisfactory performance of the contract.
- 10.0 Award Criteria:** The award will be made to the lowest responsive and responsible bidder meeting the requirements of the solicitation on a line by line basis, in lots or on a grand total basis whichever is deemed in the best interest of the JHA. The JHA reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the JHA to be in its best interest.
- 11.0 Invalid or Alternate Bids:** Failure to complete and submit all required information, or to add any additional requirements not acceptable to the JHA, may invalidate the bid submitted. Furthermore, the JHA shall reserve the right to reject, without consideration, alternate bids, meaning those that do not meet the requirements of this bid.
- 12.0 Bid Costs:** There shall be no obligation for the JHA to compensate any bidder or prospective bidder for any costs that he/she may incur in responding to this bid.
- 13.0 Assignment of Personnel:** The JHA shall retain the right to demand and receive a change in personnel assigned by the successful bidder to provide services to the JHA if the JHA believes that such change is in the best interest of the JHA and the completion of the work or provision of the items.
- 14.0 Unauthorized Sub-Contracting Prohibited:** The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this bid (including, but not limited to, selling or transferring the ensuing contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the the contract with the JHA. The JHA requires bidders to identify subcontractors by completing the Subcontractors List for this bid to be considered if the bidder is the bid winner.
- 15.0 Licensing and Insurance Requirements:** The Contractor shall provide the following with the bid submission:
- An original certificate evidencing the bidder's current industrial (worker's compensation) insurance carrier and coverage amount;
- 15.1** An original certificate evidencing General Liability coverage, naming the JHA as the certificate holder, together with the appropriate endorsement to said policy reflecting the addition of the JHA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$2,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;
- 15.2** An original certificate showing the bidder's automobile insurance coverage in not less than \$1,000,000 in a combined single limit.



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- 15.3 A copy of the bidder's business license allowing that entity to provide such services within the jurisdiction of Duval County.
- 15.4 A copy of the bidder's license issued by the State of Florida licensing authority allowing the bidder to provide the services detailed herein.

**16.0 Documents that apply to this Bid:**

- 16.1 Attachment A: Bid Form & Instructions;
- 16.2 Attachment B: Subcontractor List (if applicable)
- 16.3 Attachment C: Table 5.1, *Mandatory Contract Clauses for Small Purchases Other than Construction*, which is attached hereto.
- 16.4 Attachment D: HUD Form 5369-A – *Representations, Certifications, and Other Statements of Bidders*
- 16.5 Attachment E: HUD Form 5369-B – Instructions to Offerors Non-Construction
- 16.6 Attachment F: Non-Collusive Affidavit
- 16.7 Attachment G – Sample Contract
- 16.8 The JHA reserves the right to require the successful bidder/contractor to utilize any form required by HUD to complete the required work and by submitting his/her bid each contractor agrees to do so at no additional charge.

**17.0 Bid Package (Submit to the JHA)**

- 17.1 Bid Form - Attachment A
- 17.2 Subcontractors List – Attachment B (if applicable)
- 17.3 Representations, Certifications and Other Statements of Bidders - Attachment C
- 17.4 Non-Collusive Affidavit - Attachment E

**18.0 General Requirements:** Contractor shall provide quality assurance in strict accordance with current Codes as well as terms, conditions, special contract requirements, specifications, attachments and exhibits contained in this solicitation.

- 18.1 The work shall be performed during the JHA approved working hours of Monday through Friday 5:00 p.m. to 10:00 p.m. The Contractor must arrive promptly at 5:00 p.m. to begin the cleaning process.
- 18.2 The Contractor may be authorized to work weekends or evenings on an as needed basis for additional services. The Contractor shall coordinate with the JHA On-Call Manager to receive approval to work outside of the approved JHA working hours.
- 18.3 Any additional services outside of the SOW must be assigned to an approved Purchase Order (PO).
- 18.4 Contractor shall provide at all times a clean work site, including designated storage areas, free from accumulation of waste materials.
- 18.5 Only JHA trash shall be disposed in JHA trash dumpsters.
- 18.6 The JHA communities are designated Smoke Free Communities. This smoke-free policy extends to all outdoor areas up to 25 feet from JHA owned buildings.



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- 18.7** Nothing in the Scope of Work shall be interpreted to conflict with local, state, or federal requirements which may apply to this class of work. Should any conflict exist, the contractor shall advise the JHA and be guided by the law and/or regulations. All current applicable OSHA rules and regulations must be followed at all times.
- 18.8** Securing the building and turning off lights before leaving the building will be the responsibility of the Contractor.
- 18.9** Contractor shall ensure that all their employees scheduled to perform work at JHA-owned or leased properties shall:
  - 18.9.1** Wear distinctive uniform clothing that has the contractor's name easily identifiable, affixed in a permanent or semi-permanent manner.
  - 18.9.2** All personnel working under the contract are required to be employees of the Contractor or approved subcontractors. No contract or day laborers are permitted.
  - 18.9.3** Cooperate with the building occupants to assure the progress of this work.
  - 18.9.4** Use additional personal protective equipment required for safe performance of work as determined and provided by the contractor that, at a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for products being used. Use only contractor vehicles identified in accordance with state and local regulations.
  - 18.9.5** Observes all safety precautions throughout the performance of this contract. Certain areas within some buildings may require special instructions for persons entering these areas.
  - 18.9.6** Will comply with all government regulations as are applicable during the time spent on government property.

**19.0** **Statement of Work (SOW):**

**19.1** **Daily General Cleaning**

- 19.1.1** Spot clean horizontal surfaces for removal of spillage, marks and coffee rings
- 19.1.2** Empty all trash and recycle receptacles and remove to a collection point. Trash bags must be replaced and secured (tied) on the receptacle.
- 19.1.3** Spot clean fingerprints and smudges from partition glass and walls
- 19.1.4** Sweep/Mop hard surface floors to remove stains or spillage marks
- 19.1.5** Disinfect all light switches and door handles
- 19.1.6** Neatly arrange all furniture in the conference and break rooms
- 19.1.7** Remove splash marks from around sinks and vending machines in the kitchen
- 19.1.8** Wipe down and disinfect all sinks and counters in kitchen
- 19.1.9** Keep janitor's closet in a neat and orderly fashion at all times
- 19.1.10** Vacuum all carpeted areas and mats
- 19.1.11** Damp wipe and sanitize all tables and chairs in the break room to remove crumbs and grime
- 19.1.12** Dust mop bay area and main hallway in the warehouse (Monday, Wednesday and Friday)



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**19.2 Daily Restroom Cleaning**

- 19.2.1 Clean, disinfect, and sanitize wash basins, toilets and urinals daily
- 19.2.2 Clean and refill all soap dispensers
- 19.2.3 Replace toilet paper as needed
- 19.2.4 Replace toilet seat covers as needed
- 19.2.5 Clean baby changing station in the Compliance Department bathroom
- 19.2.6 Empty sanitary napkin waste containers, sanitize and replace bag insert
- 19.2.7 Sweep floors (paying attention to corners and partition bases)
- 19.2.8 Mop bathrooms (paying attention to the area around the toilets)
- 19.2.9 Pour disinfectant down the floor drains to prevent the traps from drying out

**19.3 Weekly Cleaning – General and Bathroom**

- 19.3.1 Sweep all hard surface floors with chemically treated mop head
- 19.3.2 Clean fingerprints and smudges from entrance glass and entry doors, clean interior windows
- 19.3.3 Clean interior and exterior of all microwaves
- 19.3.4 Vacuum all carpet areas completely
- 19.3.5 Empty smoking urns and replace sand as needed (located in parking lots and bay area)
- 19.3.6 Dust office desks weekly

**19.4 Monthly Cleaning**

- 19.4.1 Thoroughly dust all vertical surfaces of furniture, including desks, tables, chairs, file cabinets, windows, and blinds, etc.
- 19.4.2 High dusting of air vents, tops of doors, door frames, ceiling corners etc.
- 19.4.3 Dust and clean all baseboards, including all bathrooms
- 19.4.4 Polish office furniture, desks, shelves, etc.
- 19.4.5 Clean spots and smudges from walls
- 19.4.5 Clean refrigerator and oven in break room only

**19.5 Pricing Schedule**

- 19.5.1 The Bidder shall complete Attachment A Bid Form and submit with bid package.
- 19.5.2 The Bidder agrees to provide all equipment, transportation and incidentals in accordance with the conditions of the bid and specifications for items (Attachment A).