

AGREEMENT

THIS AGREEMENT, by and between LEON COUNTY, a charter county and a political subdivision of the State of Florida, hereinafter referred to as the "County" and UNITED STATES SERVICE INDUSTRIES, INC. (USSI), hereinafter referred to as the "Contractor."

WHEREAS, the County has determined that it would be in the best interest of the citizens of Leon County, Florida, that the County be able to utilize the services of private persons when such services cannot be reasonably provided by the County; and

WHEREAS, the County has determined that it would be better to contract for these services than to hire the necessary personnel to satisfy the needs of the County; and

WHEREAS, in order to secure the lowest cost for these services, the County has sought and received competitive bids from contractor for such services.

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor hereby agrees to provide to the County Custodial Services, Group 2, in accordance with: 1) Custodial Services County Wide, Continuing Services, Bid# BC-03-10-15-13 which is attached hereto and incorporated herein as Exhibit A, to the extent that it is not inconsistent with this Agreement; and 2) the Contractor's bid submission, which is attached hereto and incorporated herein as Exhibit B, to the extent that it is not inconsistent with this Agreement or with Exhibit A.

2. WORK

Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

The performance of Leon County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

3. PAYMENT AND PERFORMANCE BOND

A performance bond in the amount of one (1) month's billing is required of the contractor. The performance bond shall be held for the life of the contract in order to insure contractor performance and to limit the County's liability in case the contractor is unable to perform as specified herein. The contractor's performance bond may be forfeited at the sole discretion of the County based on the standards set forth herein.

The performance bond requirement may be satisfied by providing either of the following:

- A. Performance bond from a surety company.
- B. An irrevocable letter of credit from a bank or other acceptable financial institution.
- C. Cash deposit made to and held by Leon County, Florida

If a Performance Bond is provided, it shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The performance bond **must** contain a clause stating the following:

In the event of non-performance on the part of the contractor this performance / payment and materials bond can be presented for honor and acceptance at _____ (address) _____, which is located in Tallahassee, Florida. "

4. TIME:

The Agreement shall be for a period of one (1) year, commencing on July 1, 2015, and shall continue until June 30, 2016. After the initial One (1) year period, at the sole option of the County, this Agreement may be extended for no more than four (4) additional one (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then current term.

5. CONTRACT SUM

The Contractor agrees that for the performance of the Services as outlined in Section 1 above, it shall be remunerated by the County according to the unit prices contained in the Contractor's bid proposal, Exhibit B, which is attached hereto.

6. PAYMENTS

Payments to the Contractor shall be made according to the requirements of the Local Government Prompt Payment Act, sections 218.70 - 218.79, Florida Statutes.

7. PROMPT PAYMENT INFORMATION REQUIREMENTS

A. The County Project Manager is:

Name: Shelly Cason
Street Address: 1907 S. Monroe Street
City, State, Zip Code Tallahassee, FL 32301
Telephone: 850-606-5000
E-mail: casons@leoncountyfl.gov

B. The Contractor's Project Manager is:

Name:
Street Address:
City, State, Zip Code
Telephone:
E-mail:

C. Proper form for an invoice is:

A numbered invoice document with date of invoice; reference of the County purchase order number; itemized listing of all goods and services being billed with unit prices and extended pricing; vendor's name, address, billing contact person information, and Federal tax identification number. The invoice must be properly addressed to the Division listed on the County purchase order and delivered to that address. Delivery to another County address will void the invoice.

8. STATUS

The contractor at all times relevant to this Agreement shall be an independent contractor and in no event shall the Contractor nor any employees or sub-contractors under it be considered to be employees of Leon County.

9. INSURANCE

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
3. Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
 - a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
 - b. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
 - c. Any failure to comply with reporting provisions of the policies shall not affect coverage

provided to the county, its officers, officials, employees or volunteers.

- d. The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

- D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time.
- F. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

10. PERMITS

The Contractor shall pay for all necessary permits as required by law.

11. LICENSES

The Contractor shall be responsible for obtaining and maintaining his city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain his license to operate, the contractor shall be in default as of the date such license is lost.

12. ASSIGNMENTS

This Agreement shall not be assigned or sublet as a whole or in part without the written consent of the County nor shall the contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

13. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County, its officials, officers and employees from and against all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fee, to the extent caused by negligence, recklessness, or intentionally wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this agreement.

The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Contractor constitutes sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees..

The Contractor shall be liable to the County for any reasonable costs incurred by it to correct, modify, or redesign any portion of the project, which is the subject of the services provided under this Agreement, that is found to be defective or not in accordance with this Agreement, as a result and to the extent caused by

the negligence, recklessness, or intentional wrongful conduct on the part of the Contractor and other persons employed or utilized by the Contractor in the performance of this Agreement.

14. AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

- a. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.
- b. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- c. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
- d. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
- e. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- f. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

15. MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this Agreement, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this Agreement.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this Agreement. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this Agreement; (2) the withholding of payments to the provider by the County; and (3) the termination of this Agreement for cause.

16. TERMINATION

Leon County may terminate this Agreement without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Agreement by mailing a notice of termination to the Contractor.

17. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of his knowledge and belief neither Contractor nor his affiliates has been convicted of a public entity crime. Contractor and his affiliates shall provide the County with a completed public entity crime statement form no later than January 15 of each year this Agreement is in effect. Violation of this section by the Contractor shall be grounds for cancellation of this Agreement by Leon County.

18. UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County.

19. NON-WAIVER

Failure by the County to enforce or insist upon compliance with any of the terms or conditions of this Agreement or failure to give notice or declare this Agreement terminated shall not constitute a general waiver or relinquishment of the same, or of any other terms, conditions or acts; but the same shall be and remain at all times in full force and effect.

20. REVISIONS

In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced in or required thereby it is necessary for the Contractor to deviate from the requirements of the bid, Contractor shall obtain the prior written consent of the County.

21. VENUE

Venue for all actions arising under this Agreement shall lie in Leon County, Florida.

22. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

23. CONFLICTING TERMS AND CONDITIONS

In the instance that any other agreement exists concerning the matters herein, then the terms and conditions in this Agreement shall prevail over all other terms and conditions.

ORDER OF PRECEDENCE

1. Agreement
2. Solicitation Document
3. Vendor Response

ATTACHMENTS

- Exhibit A - Solicitation
- Exhibit B - Vendor Response
- Exhibit C - Tab Sheet

The remainder of this page intentionally left blank.

WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

LEON COUNTY, FLORIDA

By: _____
Vincent S. Long
County Administrator

Date: _____

UNITED STATES SERVICE INDUSTRIES, INC. (USSI)

By: _____
President or designee

Printed name

Title: _____

Date: _____

ATTEST:
Bob Inzer, Clerk of the Circuit Court & Comptroller
Leon County, Florida

BY: _____

Approved as to Form:
Leon County Attorney's Office

BY: _____
Herbert W. A. Thiele, Esquire
County Attorney

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM
Location: 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308

I. INSTRUCTION TO BIDDERS

To Insure Acceptance of Your Bid, Please Follow These Instructions:

1. Items listed on the bid checklist in this form and all other items required within this invitation to bid must be executed and/or submitted in a sealed envelope. Address your sealed envelope as follows:

*Bid No. _____
Board of County Commissioners
Leon County Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308*

2. Bid must be typed or printed in ink. All corrections made by the bidder prior to the opening must be initialed and dated by the bidder. No changes or corrections will be allowed after bids are opened.
3. Bid must contain an original, manual signature of an authorized representative of the company.
4. The bid opening shall be public on the date and time specified on the bid. It is the bidder's responsibility to assure that the bid is delivered at the proper time and location. Bids which are received after the bid opening time will be returned unopened to the bidder.
5. Bidders are expected to examine the specifications, delivery schedule, bid prices and extensions and all general and special conditions of the bid prior to submission. In case of error in price extension, the unit price will govern.
6. Special Accommodation: Any person requiring a special accommodation at a Pre-Bid Conference or Bid opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Bid Conference or Bid opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).

NOTE: ANY AND ALL CONDITIONS OR REQUIREMENTS ATTACHED HERETO WHICH VARY FROM THE INSTRUCTIONS TO BIDDERS WILL BE PRECEDENT.

PURPOSE:

Leon County is seeking the services of qualified vendors for custodial services at the locations specified in Table 1 below and performed in accordance with the attached specifications (Attachment A). The County has a commitment to operating all of its facilities in a sustainable manner which includes utilizing green or environmentally preferred products, as well as recycling.

Table 1

Group 1 - Courthouse	Address	Building Square Footage	Cleaning Square Footage	Restrooms
Courthouse	301 S. Monroe St.	295,768	279,512	56

Group 2 - Class Facilities	Total Square Footage	255,793	228,318	
Government Annex (BOA)	315 S. Calhoun St.	128,191	122,910	20
Government Annex (BOA) Bldg @	311 S. Calhoun St.	18,202	17,822	10
Welcome Center	106 E. Jefferson St.	9,400	8,250	8
Public Safety Complex	Open 24/7			
Main Bldg	911 Easterwood Dr.	76,000	59,703	8
Logistics - EMS	911 Easterwood Dr.	24,000	19,633	5

Group 3 - Libraries	Total Square Footage		149,320	
Main Library	200 W. Park Avenue	88,230	78,753	10
BL Perry Branch Library	2817 S. Adams St.	16,066	15,694	4
Eastside Branch Library	1583 Pedrick Rd.	13,419	12,000	6
Ft. Braden Branch Library	16327 Blountstown Hwy	5,660	5,288	4
Lake Jackson Branch Library	3840 N. Monroe St. Suite 300	12,372	12,000	4
NE Branch Library	5513 Thomasville Rd.	19,000	18,789	4
Tax Collectors Lake Jackson	3840 N. Monroe St. Suite 103	4,796	4,796	2
Woodville Branch Library	1492 J. Lewis Hall Sr. Rd.	2,000	2,000	4

Group 4 - Clinical Facilities	Total Square Footage		66,710	
Health Depts.				
Robert Stevens Clinic	1515 Old Bainbridge Rd.	17,963	15,963	6
Southside Health Clinic	872 W. Orange Rd.	15,500	15,128	6
Main Health Dept.	2965 Municipal Way	21,928	21,184	8
Amtrak Dental Clinic	912 Railroad Ave.	4975	4975	4
Community Services Bldg/UA Trailer		8432	8060	6

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Group 5 - General Services Facilities	Total Square Footage		84,359	
Ag Center	615 Paul Russell Rd.	13,289	11,150	4
Amtrak Station Bldg	918 Railroad Avenue	9,794	7,197	6
Elections Voting Center Warehouse	2990 Apalachee Pkwy	31,332	6,581	4
Facilities Management & Shop bathrooms	1907 S. Monroe St.	4,591	4,291	4
Fleet Mgt. Office/Bays	1800-1 Blairstone Rd.	14,685	1,300	2
Public Works Bldg	2280 Miccosukee Rd.	24,240	23,668	7
Purchasing/MBE/Sign Shop	1800-3 Blairstone Rd.	4,471	3,822	3
Solid Waste Facility 4 buildings	7550 Apalachee Pkwy	11,425	7,495	5
Traffic Court	1920 Thomasville Rd.	15,874	14,842	6
Transfer Station	4900 Gum Rd.	3,000	2,600	4
Truck Sheds Office/Bathroom	1800-8 Blairstone Rd.	2,061	1,413	4

Vendor Restrictions:

It is the intent of Leon County to award each of the five groups individually or in groups imparting price reduction, except that no vendor to be awarded more than two to three groups totaling over 300,000 sf (approximately). Vendors are invited to place bids on as many groups or pairings of groups as they wish to increase the possibility of securing one or more of the groups offered.

Hours of Work:

The County is seeking bid prices (per square foot per month) for scheduled custodial services in the evenings with various hours/days:

Information on the facilities and their initial square footage is contained in Attachment B. Bidder should take note that the County reserves the right to amend spaces to be cleaned and to change the cleaning times when necessary with only verbal notice provided to contractor.

Term of Agreement:

The initial contract term shall be for a period of one year with an anticipated start date of July 1, 2015 and shall continue until June 30, 2017. After the initial period, at the discretion of the County, the contract may be extended for no more than four (4) additional (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then-current period. In the event of suspending services with a vendor, the County may award those services to another vendor or vendors, or re-bid the work.

Price Adjustments:

At the discretion of the County, price adjustments may be negotiated annually beginning with the first extension period. It is the intent of Leon County to not have any price adjustment exceed changes in the Consumer Price Index for all Consumers (CPI-U), for the twelve (12) month period prior to the contract extension. However, changes in CPI alone shall not warrant price adjustments to these contracts.

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Bid Pricing:

Bidders will be required to provide bid pricing per square foot per month. The contract shall include all services and the provision of all paper products, hand sanitizers and hand soap being supplied by the vendor as specified in the Leon County Facilities Management Custodial Services Performance Specifications and Forms attached or enclosed.

Bidder Minimum Qualifications:

Bidders must have been in the cleaning business a minimum of 5 years. Also, the bidder must have cleaned a facility of similar size and scope to those required by this bid. For bids on more than two groups, the bidder shall demonstrate cleaning of comparable aggregate square footages within past five years. For size consideration, the bidder should combine 2 buildings that have been cleaned simultaneously to meet the stated square footage requirements. Further, the management staff to be assigned to this contract must have a minimum of no less than three (3) years' experience in the custodial business with proven supervisory experience. Bidders shall be presently conducting cleaning services of the type sought under this bid. To verify this, a listing of at least three facilities currently being serviced that County staff as an option may visit to evaluate a representative sampling of the bidder's performance. The facilities shall be identified by Company name, address, contact person, telephone number, and square footage being serviced.

In order to demonstrate financial capability and capacity, Bidders are required to submit as a part of their bid the following items:

1. A letter from their bank or accountant stating their financial capability to handle this contract (meet payroll and adequately secure supplies and equipment)
2. Proof of insurance capacity by completion of the Insurance Certification form contained in this invitation to bid.
3. Such financial and business information shall be routinely verified by the County subsequent to bid award to insure that the vendor(s) remain financially solvent, insured against applicable risks, and to ensure that business factors affecting the County decision to contract with vendor have not been changed.

BIDDER EXPERIENCE

- A. All bidders shall submit the below listed items with the bid. If incomplete information is provided, the bid will be determined to be non-responsive. Bidders not meeting the minimum experience requirements as set out herein will be determined to be non-responsive and the bid will not be considered.
- B. All bidders shall provide the reference information requested below for the ~~two largest~~ all projects of the same or a similar nature (square footage, high traffic volume, and large number of restrooms) that you have serviced in the last five years. In addition, all bidders must provide a minimum of five (5) additional references. At least two (2) references must be current customers of the bidder. At least one (1) reference must be for a contract that provided for the commercial cleaning of a building or buildings that totaled a minimum of 10,000 square feet with the contract not having been expired for more than 2 years.

Each reference shall contain the following:

- 1) Name and address of company.
 - 2) Site of work under contract (address and brief description of facility including square footage).
 - 3) Person to contact and telephone number (Contract Manager, address and phone number).
 - 4) How long you have had the contract. (contract term; starting and ending dates)
 - 5) A written summary of the types of services provided under this contract, including Agreen@ cleaning methods and practices used.
- C. All bidders must list all contracts held, including any contracts that have been terminated or lost, due to unsatisfactory performance, within the last five (5) years. These contracts shall be reported in the same format as a reference as outlined above. Failure to comply with this provision will be grounds for denial of or immediate termination of the contract.

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BID AWARD CRITERIA:

The bid will be awarded as soon as possible based to the most responsible, and responsive bidder as determined by the following evaluation criteria:

A. Preliminary Bid Criteria - 75 Points; The following factors will be evaluated and sub-totaled to determine which bidders will be evaluated in the Final Bid Criteria.

1. Cost - 35 Points

The vendor with the adjusted lowest price per square foot per month will receive the full 35 points in the Bid Evaluation. All remaining vendors will be given a percentage of the points value calculated by the percentage of pricing against the lowest bid. In other words, if the low bid was \$1.00 per square foot and the next bidder was \$1.10, the second bidder would be receiving 31.8 points or 91% of the score. Example:

$$\frac{\text{Low Bid}}{\text{Bid Amount}} \times 35 = \text{Point Score for Cost}$$

The cost may be adjusted as provided by the Leon County local preference ordinance detailed elsewhere in this document.

2. Contractor's qualifications and experience - 20 Points

- a. Length of time company has operated; length of time providing services similar to those being bid; qualifications of key personnel to be assigned to this project; extent of Contractor current and prior similar contracts; location(s) of Contractor's office(s); and current and past project references.
- b. Company has considerable and readily quantified experience in providing similar services.
- c. Company has a proven ability to effectively manage multiple sites. Company shall provide relevant experience data and references.
- d. Employee training; benefits; standard of conduct; supervisor plan and policy; uniform policy; reporting plans; procedures; documents; staffing; and subcontractors.
- e. Company's policy in recruitment and assignment to ensure that only qualified persons are hired and that the appropriate skill sets are deployed to fit any site specific needs.
- f. Equipment owned/leased by the company and readily available to be assigned to use under the terms of the contract.
- g. Experience and knowledge of green cleaning practices.

3. Operations & Management Plan - 20 Points

Contractor's staffing and approach to providing the services under this bid as indicated by:

- a. Staffing - An adequate number of employees and two day-time porters(where applicable) The quantity of labor hours and supervision assigned to the facility to successfully complete the work. The Contractor's proposed supervisor(s) experience, training and other qualifications to be included in the evaluation.
- b. Process - Contractor's plan to perform the services required in the Custodial Services Performance Specifications. The systems, procedures and forms used by Contractor to monitor the quality of custodial services.

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- c. Turnaround cleaning services – Contractor’s plan to provide immediate, corrective, detailed cleaning of the entire facility for purposes of making an immediate and noticeable impact upon cleanliness and presentation aspects of the facility. These services are to be included in the contractor’s bid price per square foot. The contractor shall state both time and performance aspects of this item in their Cleaning Plan.
- d. Construction cleaning – Contractor’s capabilities, experience, staff, track record, etc., for follow-up to periodic construction work areas.
- e. Emergency Services – Contractor’s strategy, qualifications, methods, responsiveness and effectiveness to periodic emergency needs.

At its option, the County may total the points from Part A only and forego the Final Bid Criteria appearing in Part B, and use those sub-part scores as basis for making its recommendations for bid awards.
Sub-total 75 Points (Maximum)

B. Final Bid Criteria - 25 points (optional)

1. Presentation - 25 points:

Interviews - Following the evaluation of the items listed above, the County has the option to interview the top three to five bidders in any of the bid groups having the highest subtotals. Bidders shall include a detailed presentation of the Operation and Maintenance plan of the company as a minimum and may present any information that the bidder deems important to display their product and promote their businesses. The bidders shall also respond to any questions as asked by County staff. As a part of the interview or separately if interviews not completed, the bidder must provide representative samples of toilet paper, hand towels, toilet seat cover, hand sanitizer and hand soap that can be left with the County for evaluation.

If Part B is used, the points from Part A & B shall be combined to produce a vendor’s final bid score. These scores shall then be ranked in order by each of the bid groups or pairings thereof. Staff may select the individual or paired bid groups that impart the overall lowest cost onto the County from this final short-list of vendors.

Total 100 Points (maximum)

SCHEDULE OF EVENTS

Below in Table 1 is the current schedule of the events that will take place as part of this solicitation. Leon County reserves the right to make changes or alterations to the schedule as the Leon County determines is in the best interests of the public. If any changes to the Schedule of Events are made, Leon County will post the changes on the Leon County website either as a public meeting notice, or as an addendum, as applicable. **It is the responsibility of Registered Planholders and other interested persons and parties to review the Purchasing Division’s website to stay informed of the Schedule of Events, addenda issued, and public meetings scheduled.** The website addresses follow:

Addenda: <http://www.leoncountyfl.gov/procurementconnect/>

Public Meetings: <http://www.leoncountyfl.gov/procurementconnect/>

Table 1 - Schedule of Events	
Date and Time (all eastern time)	Event
February 12, 2015	Release of the ITB
February 25, 2015 at 10:00 a.m.	MANDATORY PRE-BID MEETING: Date and time a mandatory pre-bid meeting will be held at Leon County Purchasing’s offices, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308.

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

<p>Not later than: February 27, 2015 at 5:00 p.m.</p>	<p>QUESTIONS/INQUIRIES DEADLINE: Date and time by which questions and inquiries regarding the ITB must be received by Leon County.</p>
<p>Not later than: March 10, 2015 at 2:00 p.m.</p>	<p>BID SUBMISSION DUE DATE/OPENING OF RESPONSE: Date and time by which Bid Submissions must be received by the Leon County Purchasing Division, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308.</p>

BID INFORMATION AND CLARIFICATION:

Questions pertaining to bid procedures or regarding the specifications should be addressed to Shelly Kelley and Don Tobin, phone(850) 606-1600; fax (850) 606-1601; E-mail kelleys@leoncountyfl.gov and tobind@leoncountyfl.gov. **Bidders are requested to send such requests to both representatives of the Purchasing Division.** Email inquiries are preferred.

Each Bidder shall examine the solicitation documents carefully; and, no later than seven days prior to the date for receipt of bids, he shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

ADDENDA TO SPECIFICATIONS

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at: <http://www.leoncountyfl.gov/procurementconnect/>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those who have been registered as receiving a bid package) receive the documents. It is the responsibility of the bidder prior to submission of any bid to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the bid response sheet.

PROHIBITED COMMUNICATIONS

Any Form of communication, except for written correspondence with the Purchasing Division requesting clarification or asking questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

1. Any person or person's representative seeking an award from such competitive solicitation; and
2. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any

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employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The penalties for an intentional violation of this article shall be those specified in *125.69(1), Florida Statutes, as amended, and shall be deemed supplemental to the penalties set forth in Section 1-9 of the Code of Laws, Leon County, Florida.

REGISTRATION:

Bidders obtain solicitation documents from sources other than the Leon County Purchasing Division MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. Bidders should be aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register through the Purchasing Division may cause your submittal to be rejected as non-responsive.

PREPARATION AND SUBMISSION OF BID:

Each Bidder shall submit Bid Prices and other requested information, including alternates or substitutions if allowed by this invitation to bid, on the proper forms and in the manner herein prescribed. Any erasures or other corrections in the Bid must be explained or noted over the signature of the Bidder. Bids containing any conditions or irregularities of any kind may be rejected by the County. All bids must be submitted in a sealed envelope or other appropriate container. Facsimiles will not be accepted. It is the intention of the County to award this bid based on the low total bid price and/or other criteria herein contained meeting all specifications.

REJECTION OF BIDS:

The County reserves the right to reject any and/or all bids when such rejection is in the best interest of the County.

RECEIPT AND OPENING OF BIDS:

Bids will be opened publicly at the time and place stated in the Invitation to Bid. The person whose duty it is to open them will decide when the specified time has arrived and no bids received thereafter will be considered. No responsibility shall be attached to any person for the premature opening of a Bid not properly addressed and identified. At the time fixed for the opening of bids, the bids will be made public and posted on the Purchasing Division website at: <http://www.leoncountyfl.gov/procurementconnect/>. A bidder may request, in their bid submittal, a copy of the tabulation sheet to be mailed in a bidder provided, stamped self-addressed envelope for their record.

Sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public records requirements until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier.

WITHDRAWAL OF BIDS:

Bids may be withdrawn by written or telegraphic request received from Bidders prior to the time fixed for opening. Negligence on the part of the Bidder in preparing the Bid confers no right for the withdrawal of the bid after it has been opened.

AWARD OF BIDS/BID PROTEST:

The bid will be awarded to the lowest responsive, responsible bidder, unless otherwise stated elsewhere in this document. The County reserves the right to waive any informality in bids and to award a bid in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the Leon County website at: <http://www.leoncountyfl.gov/procurementconnect/> for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Failure to file a protest within the time prescribed in Leon County

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Policy No. 96-1, Purchasing and Minority, Women and Small Business Enterprise Policy, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings. Notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308. The bidder shall be responsible for inquiring as to any and all award recommendation/postings.

Should concerns or discrepancies arise during the bid process, bidders are encouraged to contact the Purchasing Division prior to the scheduled bid opening. Such matters will be addressed and/or remedied prior to a bid opening or award whenever practically possible. Bidders are not to contact departments or divisions regarding the bidder complaint.

PLANHOLDERS

As a convenience to bidders, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at: <http://www.leoncountyfl.gov/procurementconnect/> by simply clicking the planholder link at the bottom of the list of documents for each respective solicitation. A listing of the registered bidders with their telephone and fax numbers is designed to assist bidders in preparation of their responses.

OCCUPATIONAL LICENSES AND REGISTRATIONS:

The contractor shall be responsible for obtaining and maintaining throughout the contract period any required occupational license and other licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. The bidder shall submit with the bid a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists.

If the bidder is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State shall submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the attached form A AFFIDAVIT CERTIFICATION IMMIGRATION LAWS.

MINORITY and WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES

- A. Minority Business Enterprise (MBE) and Women (WBE) Business Enterprise Requirements
1. There is no Minority and Women Business Enterprise aspirational target prescribed for this solicitation.
 2. The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women- owned business enterprises in a competitive environment. This program shall:
 - a. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.

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- b. Established targets designed to increase MBE and WBE utilization proportionate to documented underutilization.
 - c. Provide increased levels of information and assistance available to MBEs and WBEs.
 - d. Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime contractors.
3. Each Respondent is strongly encouraged to secure MBE and WBE participation through the purchase of those goods or services when opportunities are available. For additional information regarding Leon County's Minority, Women and Small Business Enterprise Policy, or to obtain a listing of certified MWBEs, please contact Shanea Wilks, MWSBE Director, at 1800-3 N. Blair Stone Road, Tallahassee, FL 32308, by telephone at (850) 606-1650; fax (850) 606-1651 or by e-mail wilkssh@leoncountyfl.gov.

B. Equal Opportunity/Affirmative Action Requirements

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national origin, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

LOCAL PREFERENCE IN PURCHASING AND CONTRACTING

1. Preference in bidding. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures in which pricing is the major consideration, the authorized purchasing authority of Leon County may give a preference to local businesses in making such purchase or awarding such contract, as follows:
 - a) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five percent of the bid price.
 - b) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent of the bid price.

The maximum cost differential shall not exceed \$20,000.00. Total bid price shall include the base bid and all alternatives or options to the base bids which are part of the bid and being recommended for award by the appropriate authority.

2. Preference in bidding for construction services in projects estimated to exceed \$250,000. Except where otherwise prohibited by federal or state law or other funding source restrictions, in the purchasing of, or letting of contracts for procurement of construction services for improvements to real property or existing structures that are estimated to exceed \$250,000 in value, the County may give preference to local businesses in the following manner:
 - a) Under a competitive bid solicitation, when the lowest responsive and responsible bid is submitted by an individual or firm that is not a local business, then the local business that submitted the lowest responsive and responsible bid shall be offered the opportunity to perform the work at the lowest bid amount, if that local business's bid was not greater than 110% of the lowest responsive and responsible bid amount.

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- b) All contractual awards issued in accordance with the provisions of this subsection (paragraph 2) shall contain aspirational trade contractor work targets, based on market and economic factors, of 85 percent as follows: The successful individuals or firms shall agree to engage not less than 85 percent of the dollar value of trade contractor work with local businesses unless the successful individuals or firms prove to the County's satisfaction, that the trade contractor work is not available locally with the Leon, Gadsden, Wakulla or Jefferson County area. The term "trade contractor" shall mean a subcontractor who contracts with the prime contractor and whose primary activity is performing specific activities (e.g., pouring concrete, masonry, site preparation, framing, carpentry, dry wall installation, electrical, plumbing, painting) in a construction project but is not responsible for the entire project.
3. Local business definition. For purposes of this section, "local business" shall mean a business which:
 - a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
 - b) Holds any business license required by the County, and, if applicable, the City of Tallahassee; and
 - c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
 3. Certification. Any bidder claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a bidder meets the definition of a "local business."

INSURANCE:

Bidders' attention is directed to the insurance requirements below. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. The Insurance Certification Form attached hereto is to be completed and submitted as part of your bid response. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

1. Minimum Limits of Insurance. Contractor shall maintain limits no less than:
 - a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
 - b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
 - c. Workers' Compensation and Employers Liability: Workers' Compensation insurance covering all employees and meeting statutory requirements in compliance with the applicable state and federal laws and Employers' Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

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2. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

3. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:

a. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).

1. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.

2. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.

4. The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

b. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County.

4. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

5. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: *Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.*

6. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

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AGREEMENT:

After the bid award, the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The bidder will have five calendar days after receipt to acknowledge the purchase order or execute the agreement.

The performance of Leon County of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase order or agreement for the current and any future periods provided for within the bid specifications.

PUBLIC ENTITY CRIMES STATEMENT:

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 bid on a contract to provide any goods or services to a public entity, may not submit a bid 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 a public entity, may not be awarded or perform work as a contractor, 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. By submission of a proposal in response to this document, the vendor certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

PURCHASES BY OTHER PUBLIC AGENCIES:

With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same pricing, terms and conditions stated herein with no deviations allowed. This agreement in no way restricts or interferes with the right of any public agency or political subdivision to bid any or all of the items or services independently.

MANUFACTURERS' NAME AND APPROVED EQUIVALENTS:

Manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. Bidder shall submit with his bid, cuts, sketches, and descriptive literature and/or specifications. The bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. The Leon County Board of County Commissioners reserves the right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements are subject to rejection. If Bidder fails to name a substitute it will be assumed that he is bidding on, and he will be required to furnish goods identical to bid standard.

IDENTICAL TIE BIDS:

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids 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, a bid 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 bids will be followed if none of the tied vendors have a drug-free workplace program. Bidder must complete and submit as part of the bid response the attached IDENTICAL TIE BID form. Failure to submit a completed form may result in the bid being determined as non-responsive.

ETHICAL BUSINESS PRACTICES

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement

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standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.

- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

II. CONTRACT PROVISIONS

PAYMENT AND PERFORMANCE BOND

A performance bond in the amount of one (1) month's billing is required of the contractor. The performance bond shall be held for the life of the contract in order to insure contractor performance and to limit the County's liability in case the contractor is unable to perform as specified herein. The contractor's performance bond may be forfeited at the sole discretion of the County based on the standards set forth herein.

The performance bond requirement may be satisfied by providing either of the following:

- A. Performance bond from a surety company.
- B. An irrevocable letter of credit from a bank or other acceptable financial institution.
- C. Cash deposit made to and held by Leon County, Florida

If a Performance Bond is provided, it shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The performance bond **must** contain a clause stating the following:

In the event of non-performance on the part of the contractor this performance / payment and materials bond can be presented for honor and acceptance at _____ (address) _____, which is located in Tallahassee, Florida. "

TIME

The initial contract term shall be for a period of one year with an anticipated start date of July 1, 2015 and shall continue until June 30, 2016. After the initial period, at the discretion of the County, the contract may be extended for no more than four (4) additional (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then-current period.

PAYMENTS

Payments to the Contractor shall be made according to the requirements of the Local Government Prompt Payment Act, sections 218.70 - 218.79, Florida Statutes.

The form of payment for this Contract may be through a County-issued purchase order and a check upon receipt and approval of invoices, or through a government credit card. Leon County has implemented a purchasing card program, using the Visa platform. Contractors may receive payment from County personnel by the purchasing card in the same manner as other Visa purchases.

STATUS

The Contractor shall at all times, relevant to this contract, be an independent contractor and in no event shall the Contractor, nor any employees or sub-contractors under it, be considered to be employees of Leon County.

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AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 & 2 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

RIGHT TO INSPECT PLANT

The County may, at its discretion, inspect the part of the plant or place of business of a contractor or any subcontractor which is related to the performance of any contract awarded, or to be awarded, by Leon County. The right expressed herein shall be included in all contracts or subcontracts that involve the performance of any work or service involving Leon County.

TERMINATION

The County may terminate this Agreement without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if thin the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Agreement by mailing a notice of termination to the Contractor.

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This Agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under section 215.471 (5), Florida Statutes, been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria.

WARRANTIES:

Bidder will warrant title to all goods sold as provided for in Section 672, Florida Statutes.

WORK

Contractor understands that no amount of work is guaranteed to it nor is the County under an obligation to utilize the services of the Contractor in those instances where the work to be performed can be done by County personnel or under separate contract. Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

PERMITS

The Contractor shall pay for and obtain all necessary permits as required by law.

CONFLICTING TERMS AND CONDITIONS

In the instance that terms, conditions, specifications, or other instruments are provided by architects, engineers, or persons other than County Procurement concerning the matters herein, then the terms and conditions in this Solicitation document shall prevail over all other terms and conditions.

ASSIGNMENT

This contract shall not be assigned or sublet as a whole or in part without the written consent of the County, nor shall the Contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

INDEMNIFICATION

The Contractor agrees to indemnify, defend and hold harmless the County, its officials, officers, employees and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents, arising out of or under this Agreement, including reasonable attorney's fees. The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

PENALTIES:

BIDS MAY BE REJECTED AND/OR Bidder(S) DISQUALIFIED FOR THE FOLLOWING REASONS:

1. Consistent failure to respond to bid invitation for three (3) consecutive instances.
2. Failure to update the information on file including address, product, service or business descriptions.
3. Failure to perform according to contract provisions.
4. Conviction in a court of law of any criminal offense in connection with the conduct of business.
5. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
6. Clear and convincing evidence that the bidder has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

activity.

7. Other reasons deemed appropriate by the Board of County Commissioners.

BID CHECKLIST:

Please submit the items on the following list **and any other items required by any section of this invitation for bids.** The checklist is provided as a courtesy and may not be inclusive of all items required within this invitation for bids.

- _____ Completed Bid Response Sheet with Manual Signature
- _____ Affidavit Immigration Laws
- _____ Identical Tie Bid Statement
- _____ Insurance Certification Form
- _____ Certification/Debarment Form
- _____ Applicable Licenses/Registrations

BID RESPONSE SHEET

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Shelly W. Kelley
Purchasing Director

Mary Ann Lindley
Chairman

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

BY _____
(Firm Name)

_____ (Authorized Representative)

_____ (Printed or Typed Name)

ADDRESS _____

EMAIL ADDRESS _____

TELEPHONE _____

FAX _____

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated _____ Initials

Addendum #2 dated _____ Initials

Addendum #3 dated _____ Initials

GROUP 1 - PER MONTH PER SQUARE FOOT PRICE : _____

GROUP 2 - PER MONTH PER SQUARE FOOT PRICE : _____

GROUP 3 - PER MONTH PER SQUARE FOOT PRICE : _____

GROUP 4 - PER MONTH PER SQUARE FOOT PRICE : _____

GROUP 5 - PER MONTH PER SQUARE FOOT PRICE : _____

BID RESPONSE SHEET

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Shelly W. Kelley
Purchasing Director

Mary Ann Lindley
Chairman

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

BY United States Service Industries, Inc. (USSI)
(Firm Name)
Danna Hewick
(Authorized Representative)
Danna Hewick
(Printed or Typed Name)

ADDRESS 4330 East-West Hwy. Suite 200
Bethesda, MD 20814

EMAIL ADDRESS dhewick@ussiclean.com

TELEPHONE (202) 824-7440

FAX (202) 393-5541

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated 03/02/2015 Initials DH

Addendum #2 dated _____ Initials _____

Addendum #3 dated _____ Initials _____

GROUP 1 - PER MONTH PER SQUARE FOOT PRICE : \$ 0.093

GROUP 2 - PER MONTH PER SQUARE FOOT PRICE : \$ 0.097

GROUP 3 - PER MONTH PER SQUARE FOOT PRICE : \$ 0.105

GROUP 4 - PER MONTH PER SQUARE FOOT PRICE : \$ 0.211

GROUP 5 - PER MONTH PER SQUARE FOOT PRICE : \$ 0.089

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- **AFFIDAVIT IMMIGRATION LAWS**
- **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT**
- **IDENTICAL TIE BID STATEMENT**
- **INSURANCE CERTIFICATION FORM**
- **CERTIFICATION/DEBARMENT FORM**
- **LOCAL VENDOR CERTIFICATION**
- **APPLICABLE LICENCES/REGISTRATION**
- **FINANCIAL CAPABILITY LETTER**

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Bid Title: Custodial Services County Wide, Continuing Services
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**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS**

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) (Section 274A(e) of the Immigration and Nationality Act (INA)).

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: United States Service Industries, Inc. (USSI)

Signature: *Danna Hewick* Title: Vice President of Business Development
Danna Hewick

STATE OF Maryland
COUNTY OF Montgomery

Sworn to and subscribed before me this 4th day of March, 2015

Personally known _____

Livia G. Zablak
NOTARY PUBLIC

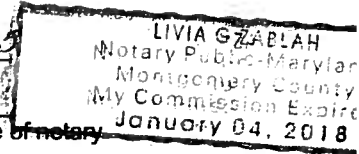
OR Produced identification _____

Notary Public - State of Maryland

drivers license
(Type of identification)

My commission expires: January 4, 2018

Livia G. Zablak
Printed, typed, or stamped commissioned name of notary



The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION,
AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: *Danna Hewick*
Danna Hewick
Title: Vice President of Business Development
Firm: United States Service Industries, Inc. (USSI)
Address: 4330 East-West Hwy., Suite 200, Bethesda, MD 20814

Bid Title: Custodial Services County Wide, Continuing Services

Bid No: BC-03-10-15-13

Opening Date: March 10, 2015 at 2:00 PM

IDENTICAL TIE BIDS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids 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, a bid 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 bids will be followed if none of the tied 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 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 subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the 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 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 the following:

(Check one and sign in the space provided.)

This firm complies fully with the above requirements.

This firm does not have a drug free work place program at this time.



Bidder's Signature Danna Hewick

Vice President of Business Development
Title

03-04-2015
Date

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

INSURANCE CERTIFICATION FORM

To indicate that Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurance sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

A. Is/are the insurer(s) to be used for all required insurance (except Workers: Compensation) listed by Best with a rating of no less than A:VII?

9 YES 9 NO

Commercial General Liability: Indicate Best Rating: A++ (Superior)
Indicate Best Financial Classification: _____

Business Auto: Indicate Best Rating: A++ (Superior)
Indicate Best Financial Classification: _____

1. Is the insurer to be used for Workers: Compensation insurance listed by Best with a rating of no less than A:VII?

9 YES 9 NO

Indicate Best Rating: A++ (Superior)
Indicate Best Financial Classification: _____

If answer is NO, provide name and address of insurer:

2. Is the Respondent able to obtain insurance in the following limits (next page) as required for the services agreement?

9 YES 9 NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Leon County, Florida, its Officers, employees and volunteers) -
General Liability & Automobile Liability

Primary and not contributing coverage-
General Liability & Automobile Liability

Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers)- General Liability, Automobile Liability, Workers Compensation and Employers Liability

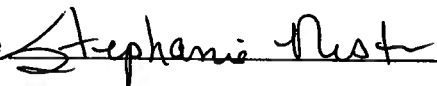
Thirty days advance written notice of cancellation to County - General Liability, Automobile Liability, Workers Compensation & Employers Liability.

Please mark the appropriate box:

Coverage is in place Coverage will be placed, without exception

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name Stephanie D. Nester
Typed or Printed

Signature 

Date March 06, 2015

Title CFO
(Company Risk Manager or Manager with Risk Authority)

162298



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/17/2014

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 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 - (202) 783-5810 Wells Fargo Insurance Services USA, Inc. 1401 H Street, NW, Suite 750 Washington, DC 20005	CONTACT NAME: _____ PHONE (A/C, No., Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Charter Oak Fire Insurance Co.</td> <td>25615</td> </tr> <tr> <td>INSURER B : Travelers Indemnity Company</td> <td>25658</td> </tr> <tr> <td>INSURER C : Travelers Property Casualty Co of America</td> <td>25674</td> </tr> <tr> <td>INSURER D : Phoenix Insurance Company</td> <td>25623</td> </tr> <tr> <td>INSURER E : Federal Insurance Company</td> <td>20281</td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Charter Oak Fire Insurance Co.	25615	INSURER B : Travelers Indemnity Company	25658	INSURER C : Travelers Property Casualty Co of America	25674	INSURER D : Phoenix Insurance Company	25623	INSURER E : Federal Insurance Company	20281	INSURER F :
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INSURER F :														

COVERAGES **CERTIFICATE NUMBER: 7614021** **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 INSD 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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		630-7048B505-TIA-14	04/15/2014	04/15/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS		BA-9555B559-14-CAG	04/15/2014	04/15/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$		CUP-7048B505-TIL-14	04/15/2014	04/15/2015	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A	N-UB-8172B04-1-14	04/15/2014	04/15/2015	<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
E	Crime - Fidelity Bond Fiduciary		8211-6264 8211-6264	04/15/2014 04/15/2014	04/15/2015 04/15/2015	Employee Theft - \$1,000,000 Client Coverage - \$1,000,000

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

Certificate Holder is included as an additional insured with respect to general liability, as required by written contract, subject to policy terms and conditions.

CERTIFICATE HOLDER

Evidence of Insurance

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
Jean Smith

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION,
And OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; 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) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.



Signature Danna Hewick

Vice President of Business Development
Title

United States Service Industries, Inc. (USSI)
Contractor/Firm

4330 East-West Hwy. Suite 200, Bethesda, MD 20814
Address

LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses, if such a license is required by the relevant local government. Failure to provide the information requested will result in denial of certification as a local business.

Business Name: United States Service Industries, Inc. (USSI)	
Current Local Address: 325 John Knox Road Building M, Suite 201 Tallahassee, FL 32303	Phone: (850) 877-4314 Fax: (850) 656-2891
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address:	
Home Office Address: 4330 East-West Hwy. Suite 200 Bethesda, MD 20814	Phone: (202) 783-2030 Fax: (202) 393-5541

Danna Hewick
Signature of Authorized Representative

3-4-15
Date

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this 4th day of March, 2015.

By Danna Hewick of United States Service Industries, Inc. (USSI) of _____
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)

a Delaware corporation, on behalf of the corporation. He/she is personally known to me

(State or place of incorporation)
or has produced business license as identification.
(type of identification)

Return Completed form with supporting documents to:
1800-3 Blair Stone Road
Leon County Purchasing Division
Tallahassee, Florida 32308

Livia G. Zablah
Signature of Notary
Livia G. Zablah
Print, Type or Stamp Name of Notary

Title or Rank

Serial Number, If Any

LIVIA G ZABLAH Notary Public Maryland Montgomery County My Commission Expires January 04, 2018
--

Bid Title: Custodial Services for Group 4, Other Buildings, Continuing Service Bid No: BC-

Opening Date: March 10, 2015

EQUIPMENT AND SUPPLIES

Equipment: List below all equipment to be used for this Contract (such as floor machines, vacuum cleaners, carpet extractors and carpet dryers) and kept on account. List back-up equipment that will be available if needed.

Number	Description	Manufacturer	Size/Capacity
10	Spectrum upright vacuum	Nilfisk-Advance	14.5 Inches cleaning path
22	Super Coach Pro® 6 back pack HEPA vacuum	ProTeam	6 Quart, 159 CFM 66 dBA, 4 level filtration
2	Windsor Clipper DUO Carpet extractor	Windsor	100 PSI, 1.5 HP vacuum 10 Gl. solution/recovery tank
10	Windsor Lightning 2000 commercial Burnisher	Windsor	2000 RPM with Dust control 20" burnisher
10	Single-Speed stripping floor machine	Windsor	175 RPM, 17" pad holder
10	HYDRODRY carpet dryer	Nilfisk-Advance	3 speed air mover. 2500 cubit feet of air per minute

Supplies - Paper Products and Chemicals: List all supplies you propose to use.

Product Use	Brand Name/Manufacturer
CLEANER BIORENEWABLE GLASS CLEANER	SPARTAN CHEMICAL COMPANY
CLEANER CLEAN ON THE GO PEROXY	SPARTAN CHEMICAL COMPANY
CLEANER NABC NON ACID BOWL CLNR DISENFECTANT	SPARTAN CHEMICAL COMPANY
CLEANER FLOOR CARPET EXTRACTION CLEANER	NATIONAL CHEMICAL LABORATORIES, INC
CRÈME CLEANSER BETCO	BETCO
SOAP GOJO FOAM SOAP	GOJO Industries, Inc.
STRIPPER BARE BONES STRIPER ACTIVE NO RINSE	NATIONAL CHEMICAL LABORATORIES, INC
TOWEL MULTI-FOLD KC BLEACHED MULTIFOLD TOWELS	KIMBERLY CLARK
TISSUE 2PLY TISSUE 2PLY DOUBLE SOFT	KIMBERLY CLARK

Attach additional sheets if needed.

**Hariton
Mancuso
Jones P.C.**

Certified Public Accountants

March 4, 2015

RE: United States Service Industries, Inc. (USSI) - financial capability

To whom it may concern:

USSI has been a client of Hariton, Mancuso & Jones, PC, since the early 1970's. I, Bruno Kaelin, have been the partner at Hariton, Mancuso & Jones, PC who has been responsible for providing the audit, accounting and tax services to USSI since 1991. USSI has been a profitable company in recent years. Accordingly, we believe USSI to be financially capable.

I am available to discuss this at your convenience.

Sincerely,



Bruno A. Kaelin III, CPA
Principal

Cc: Stephanie Nester



RECEIVED OCT 03 2014

USSI
ACCOUNTS PAYABLE
4330 E WEST HWY SUITE 200
BETHESDA MD 208144408

Account Number: 38553

The Business Tax Certificate for tax year 2015 is attached below.

This certificate expires September 30th, 2015.

Please detach and display in a prominent place at the business location.

To cancel a business account with the City of Tallahassee, please return this certificate with a letter identifying the final day of business.

To transfer ownership or location, please follow the instructions on the reverse side of the tax certificate.

Each April the "Declaration of Information Form" is mailed to all non-professional, commercial locations. This Declaration must be completed and returned prior to June 15th. Failure to accurately complete the Declaration of Information can result in a 25% tax increase.

For information concerning the Business Tax, please visit Talgov.com or call the Revenue Division at (850) 891-6488.

Thank you for your Payment

2014-15

CITY OF TALLAHASSEE BUSINESS TAX CERTIFICATE
LOCAL BUSINESS TAX RECEIPT

2014-15

TAX CERTIFICATE EXPIRES SEPTEMBER 30, 2015

DBA: UNITED STATES SERVICE INDUSTRIES

Account Number: 38553

Location: 325 JOHN KNOX RD #M-201

Address: TALLAHASSEE FL 32301

Type Code	Sub Code:	Type Description:
850	h	Service - Miscellaneous

USSI
ACCOUNTS PAYABLE

The firm, corporation, organization, business or individual whose name appears herein has paid a business tax for the business activities indicated above, subject to city, state and federal laws. This certificate must be conspicuously displayed at the location of the business activity. A change of location from the stated business location on this certificate as well as a change in ownership requires a transfer. (See reverse side.)

State of Florida

Department of State

I certify that the attached is a true and correct copy of the Application For Registration of the Fictitious Name UNITED STATES SERVICE INDUSTRIES, INC., registered with the Department of State on July 1, 2014, as shown by the records of this office.

The Registration Number of this Fictitious Name is G14000068211.

*Given under my hand and the Great Seal of
Florida, at Tallahassee, the Capital, this the
Second day of July, 2014*

Ken Detjmer

Secretary of State



State of Florida

Department of State

I certify from the records of this office that UNITED STATES SERVICE INDUSTRIES, INC. is a Fictitious Name registered with the Department of State on July 1, 2014.

The Registration Number of this Fictitious Name is G14000068211.

I further certify that said Fictitious Name Registration is active.

I further certify that this office began filing Fictitious Name Registrations on January 1, 1991, pursuant to Section 865.09, Florida Statutes.

*Given under my hand and the Great Seal of
Florida, at Tallahassee, the Capital, this the
Second day of July, 2014*

Ken Deffen

Secretary of State



Authentication ID: 600261881636-070214-G14000068211

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

<https://efile.sunbiz.org/certauthver.html>

State of Florida

Department of State

I certify from the records of this office that UNITED STATES SERVICE INDUSTRIES, INC. is a Delaware corporation authorized to transact business in the State of Florida, qualified on February 3, 1992.

The document number of this corporation is P37332.

I further certify that said corporation has paid all fees due this office through December 31, 2015, that its most recent annual report/uniform business report was filed on February 24, 2015, and its status is active.

I further certify that said corporation 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 Twenty-fourth day of
February, 2015*



Ken DeFina
Secretary of State

Authentication ID: CC9763976148

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

<https://efile.sunbiz.org/certauthver.html>

2. CONTRACTOR QUALIFICATIONS & EXPERIENCE

a. LENGTH OF TIME COMPANY HAS OPERATED

United States Service Industries, Inc. (USSI) is pleased to submit for review and consideration our proposal for janitorial services for Leon County under Bid Number: BC-03-10-15-13.

Founded in 1912, USSI's 1,300 employees service over 30 million square feet across 600 locations every day. USSI is unique among the bidders in that:

- USSI has served its clients for 103 years.
- USSI has used E-Verify for over 7 years to ensure that employees hired by USSI are documented to work in the U.S.
- USSI has one of one of the greenest cleaning services available in the US and has earned the coveted Green Seal GS-42 certification for USSI's GreenLead® cleaning program.
- USSI offers a robust Quality Control program based on thorough inspections and periodic tenant surveys.
- USSI is able to offer its largest clients customized assistance for such functions as web-based access to janitorial payroll records so clients can verify the actual hours the staff is cleaning each week and "mock" invoice generation.



Please find below our contact information and tax identification:

LOCAL CONTACT & OFFICE

Mr. Lester Drummer
Area Manager
Phone: (850) 508-7117
E-mail: Ldrummer@ussiclean.com

ADDRESS:
325 John Knox Rd
Suite M-201
Tallahassee, FL 32303

Tax ID: 52-0897024

CORPORATE CONTACT & OFFICE

Ms. Danna Hewick
VP, Business Development
Phone: (202) 824-7440
E-mail: dhewick@ussiclean.com

ADDRESS:
4330 East-West Highway
Suite 200
Bethesda, MD 20814



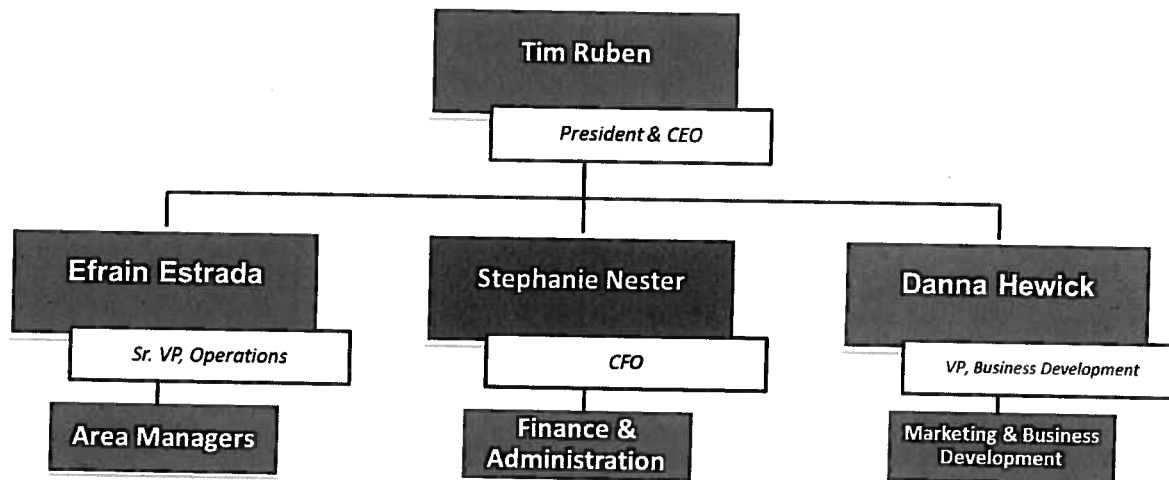
CORPORATE HISTORY

USSI has been providing janitorial and custodial related services to our customers for over 103 years. USSI has evolved over this period, as a result of several changes to the legal formation of the company. In its present legal status, the corporation was established in December of 1988. To better understand the development of USSI, the following is a chronological history for your review.

- 1912** • Company founded by Charles Herschel as a sole proprietorship and is named the United States Window & House Cleaning Company, (USWHC).
- 1950** • USWHC is renamed United States Window, House & Building Company, (USWHBC) and is incorporated in the State of Delaware
- 1951** • A new entity is established: United States Building Maintenance Company, (USBMC).
- 1973** • A new entity is established: United States Service Industries, Inc. – Florida (USSI, Florida)
- 1976** • USBMC is renamed United States Maintenance Company (USMC).
- 1988** • All entities (USWHBC, USMC & USSI, Florida) are merged together to form the present United States Service Industries, Inc. (USSI).
- 2006** • USSI moves headquarters to Bethesda, MD to better manage expanding geographical territory.

MANAGEMENT TEAM

Our management team is comprised of individuals with decades of industry experience, dedicated to delivering the highest levels of service to our clients. With over 1,300 full- and part-time employees in DC, FL, MD and VA, USSI is one of the largest privately-owned commercial cleaning contractors in the region. Below is our organizational structure:





Below is a brief business background and experience summary of each of USSI's key officers and department heads.



Efrain Estrada

Senior Vice President, Operations

Efrain Estrada joined USSI in January 2008 and oversees overall operations for the company. With over 25 years of experience in the service sector, Efrain is responsible for managing customer and employee relations, operations personnel and ensuring efficient service delivery for the region. Prior to joining USSI, Efrain worked in various managerial positions for Cavalier, A&L Service Industries and UNICCO. Efrain attended the Universidad Nacional De El Salvador in San Salvador, El Salvador.



Danna Hewick, SPHR

Vice President, Human Resources & Business Development

Danna Hewick joined USSI in July 2013. In her role as Vice President, Human Resources, Danna oversees performance management, training and development, policy and procedure, recruiting and employment practices for both union and non-union staff. In her role as Vice President of Business Development, Danna is responsible for revenue growth, process improvement, sales strategy and implementation, and team development. Danna has over 15 years of strategic human resources and business development experience and holds a Bachelor of Science in Marketing from George Mason University.



Stephanie D. Nester
CFO

Stephanie Nester joined USSI in July 1996. In her role as CFO, Stephanie oversees payroll, accounts receivable, accounts payable and purchasing departments and is responsible for producing timely and accurate financial statements, as well as protecting USSI's assets. Stephanie graduated from Virginia Polytechnic Institute and State University, and is an active CPA licensed by the State of Maryland. She is also an active member of the American Institute of Certified Public Accountants (AICPA).

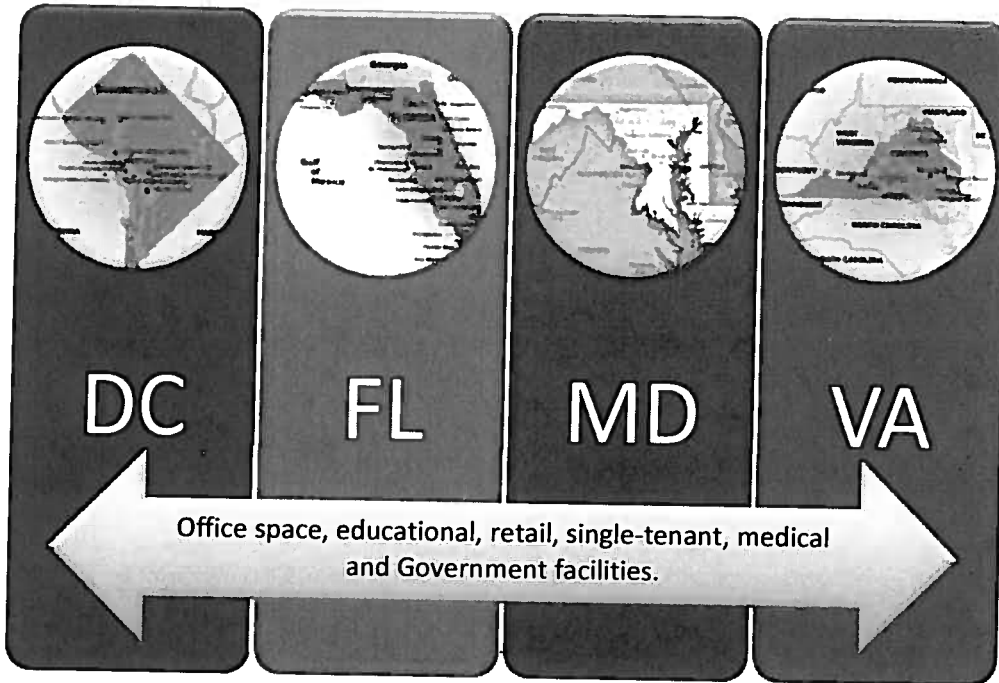


Tim Ruben
President & CEO

Tim Ruben joined USSI in 1994, and serves as President and CEO. Before stepping up to his current position, he was Senior Vice President of Marketing and Business Development. Previous to his time at USSI, Tim worked 14 years for IBM as a Business Unit Executive; he received a BA in Economics from Rice University, and an MBA in Quantitative Analysis from the University of Wisconsin, Madison.



GEOGRAPHICAL AND VERTICAL MARKETS SERVED



USSI has 5 office locations in Florida to provide exceptional service to our customers:

Tallahassee

325 John Knox Road, Building M Suite 201, Tallahassee, FL 32303

Miami

3700 NW 124 Avenue, Suite 103, Coral Springs, FL 33065

Ft. Myers

11220 Metro Parkway, Suite 17, Ft. Myers, FL 33966

Lady Lake

845 Teague Trail, Suite 11, Lady Lake, FL 32159

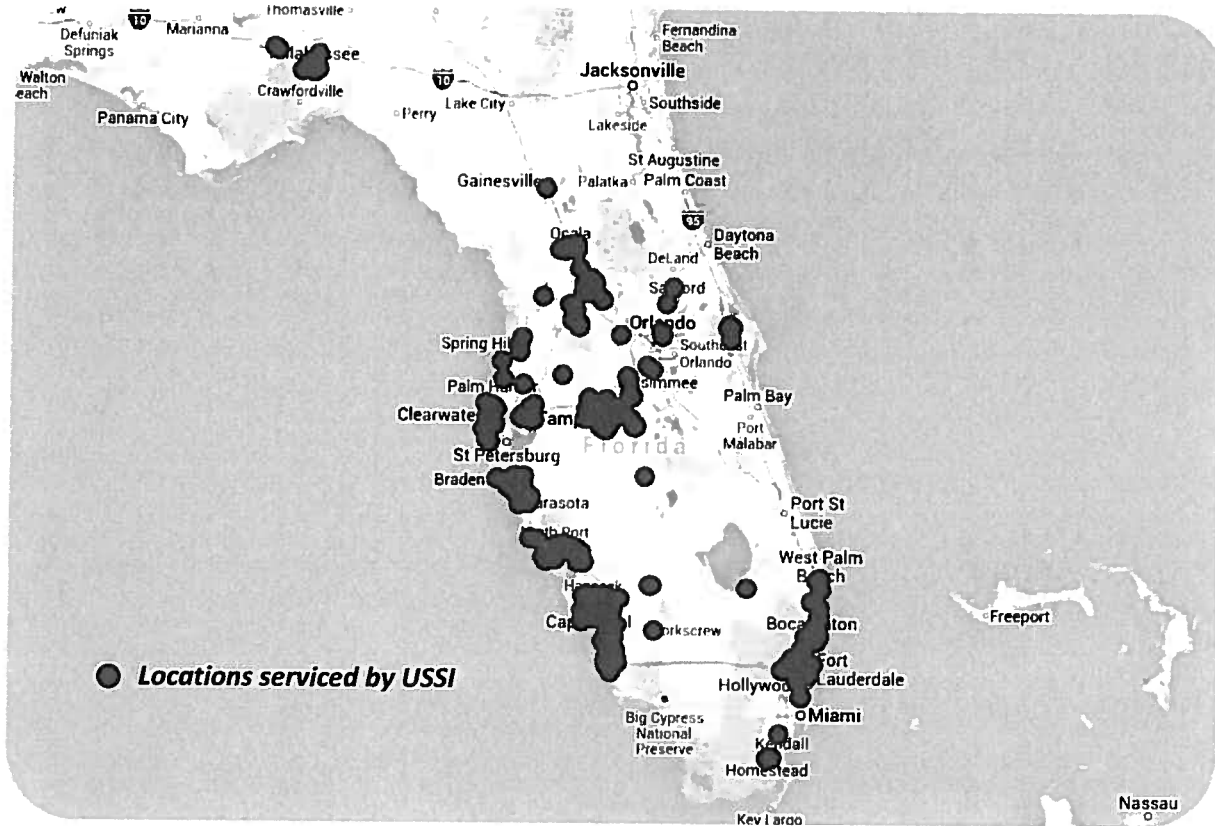
Orlando

9500 Satellite Blvd, Suite 180, Orlando, FL 32837



LOCATIONS SERVICED IN FLORIDA

Below is a map of locations cleaned by USSI in FL:





b. EXPERIENCE IN PROVIDING SIMILAR SERVICES

USSI has earned a strong reputation as a provider of high quality custodial services to similar projects including Lee County, Manatee County, Charlotte County, Sumter County and Lee Memorial Health Systems. Additionally, USSI services several class "A" and "B" office space, universities, elementary and high schools, dining and cafeteria facilities, child and day care facilities, theaters and auditoriums, warehouse and manufacturing facilities, medical office space and laboratories and educational facilities. USSI will bring our understanding, experience and stability to the Leon County project.

Below is a listing of our services:

- Janitorial services
 - Day cleaning
 - Night cleaning
 - Third shift (late night) cleaning
- Day Porter services
- Emergency flood clean-up
- Carpet cleaning and maintenance
- Upholstery cleaning and maintenance
- Detail cleaning services
- Post-construction clean-up
- High pressure washing
- Hard surface floor maintenance
- Kitchen/serving area cleaning
- Porter/ Matron Service
- Glass partition cleaning
- Pre and post function set up and tear down
- Specialized waste removal

REFERENCES

USSI has the experience and resources to perform work as specified in the RFP. Below are references of work that are similar in scope to those at the Leon County facilities:

- 1. COMPANY NAME & ADDRESS:**
NAI Talcor
1018 Thomasville Rd, Tallahassee, FL 32303
- 2. PROJECT OVERVIEW:**
High Point Centre
106 E College Avenue, Tallahassee, FL 32301
Class A office space, 80,000 SF
- 3. CONTACT DETAILS:**
Ms. Barbara Zier
Phone: (850) 222-1642
- 4. CONTRACT DURATION:**
Since 1993 to current (over 20 years)
- 5. SUMMARY OF SERVICES**
We perform Janitorial service with a Day Porter utilizing the Team Cleaning approach.





1. COMPANY NAME & ADDRESS:

Lincoln Property Company Southeast
1018 Thomasville Rd, Tallahassee, FL 32303

2. PROJECT OVERVIEW:

Woodcrest Office Park
325 John Knox Rd, Tallahassee, FL 32303
Office park; Over 200,000 SF

3. CONTACT DETAILS:

Ms. Debbie Pierson
Phone: (850) 386-3000

4. CONTRACT DURATION:

Since 1994 to current (over 20 years)

5. SUMMARY OF SERVICES

We perform Janitorial services with a Day Porter across multiple buildings (15 locations)



1. COMPANY NAME & ADDRESS:

FL Department of Economic Opportunity
107 E Madison St, Tallahassee, FL 32399

2. PROJECT OVERVIEW:

Caldwell Building
107 E Madison St, Tallahassee, FL 32399
Government facility; 125,000 SF

3. CONTACT DETAILS:

Mr. Michael Hall
Phone: (850) 921-3256

4. CONTRACT DURATION:

Since 2012 to current (3 years)

5. SUMMARY OF SERVICES

We perform nightly janitorial services with Day Porter and day cleaning services.





ADDITIONAL REFERENCES

Florida Gulf Coast University

Mr. Bob Belliveau, Coordinator-Physical Plant Facilities Services

Florida Gulf Coast University

Phone: (239) 590-1316; Email: bbelliveau@fgcu.edu

Contract start date: July 1, 2003

Approximately 1,151,000 total square feet

USSI provides general evening and daytime janitorial services for the 40 buildings that comprise the campus of FGCU.

Lee County Government

Ms. Jayne Elwell, Facilities Supervisor

Phone: (239) 533-8819; Fax: (239) 335-2653; E-mail: elwelljd@leegov.com

1500 Monroe Street, Fort Myers, FL 33901

Contract start date: May 1, 1995

Over 1,000,000 total square feet

USSI provides general daytime and evening janitorial services to 22 separate facilities housing offices of the Lee County Government including Sheriff Substations.

Manatee County Government

Mr. Tom Roberts, Property Management Dept

Phone: (941) 748-4501 ext: 6930; Fax: (941) 742-5880; E-mail: Tom.Roberts@mymanatee.org

1112 Manatee Avenue West, Bradenton, FL 32405

Contract start date: May 1, 2008

Approx. 400, 000 total square feet

USSI provides general daytime and evening janitorial services to 20 separate facilities housing offices of the Marion County Government.

Lee Memorial Health System

Ms. Wendy Cole, Property Management Specialist

Phone: (239) 424-2302; Fax: (239) 772-6494; E-mail: wcole@leememorial.org

636 Del Prado Blvd, Cape Coral, FL 33990

Contract start date: January 30, 2006

Approx 400,000 total square feet

USSI provides general evening and daytime janitorial services to over 40 medical rehab and outpatient facilities.

City of Tampa

Mr. Luis Alcantara, Facilities Contract Manager

Phone (813) 348-1047; Fax (813)-348-1050; E-mail: Luis.Alcantara@ci.tampa.fl.us

411 North Franklin Street, Tampa, FL 33602

Contract start date: Oct 1, 2007

Approximately 1 million square feet

USSI provides general evening janitorial services to the City of Tampa locations

CLIENT APPRECIATION

What Our Customers Are Saying...

From: "McLeish Delgado, Karin" <KMcleishDelgado@leegov.com>
Date: November 5, 2014 at 3:21:58 PM EST
To: "NancyG@ussiclean.com" <NancyG@ussiclean.com>
Subject: Marlen

Hi Nancy. I just wanted to take a minute to tell you what a great job Marlen does for us at Talking Books Library. She is always looking for ways to make the library cleaner and neater. She keeps our carpet clean and notices when there are spots that she needs to treat with extra attention. She makes sure that our trash is separated from the recyclables, and that our dispensers are always stocked with soap and towels. She keeps that the exterior free of cobwebs, picks up trash from the parking lot and the sidewalks, and keeps the glass clean. She does all this with a big smile and is always cheerful and pleasant. We very much enjoy having Marlen around and want you to know how much we appreciate her, and also thank you for everything you do for us.

Sincerely,

Karin McLeish-Delgado, Mgr
Lee County Talking Books Library
1651 Lee Street
Fort Myers, FL 33901-2916
kmcleish@leegov.com
Phone: (239) 533-4782
Fax: (239) 485-1175

After exhausting all Option Years available on the Lee County Gun Range project in April 2011, we were unsuccessful in our bid to retain the location due to a mandatory bid in a low-bid situation. Upon departure from the facility, our customer sent the below email:

From: Stanforth, Theresa
Sent: Thu 4/21/2011 2:06 PM
To: Andres Guzman
Subject: RE: Gun Range

Hi Andrew,
You and your company will be missed. Thank you for the wonderful job and professionalism you provided.
Please be sure to return the keys and swipe cards to me so I can inform our key control person and reassign to whoever the new company representative is.

Thank again and it has been a pleasure working with you.

Respectfully,
Theresa Stanforth
Training Manager
Lee County Sheriff's Office/Gun Range



From: Mueller,Thomas [mailto:TMueller@covanta.com]
Sent: Monday, October 13, 2014 2:02 PM
To: Nancy Guzman
Cc: Viviana Bernal
Subject: RE: Deep cleaning/floor work

Yes!!

Everything looked great and we had many many comments on how then place liked like new!!

Thank you and your team!!!

USSI is the best!!!

From: Nancy Guzman [mailto:NGuzman@ussiclean.com]
Sent: Monday, October 13, 2014 12:26 PM
To: Mueller,Thomas
Subject: Deep cleaning/floor work

Hi Tom,

I hope you had a amazing weekend.

We were on Thursday and Friday working on floors.
As we agreed I had a cleaning crew on Friday night for the detailed Cleaning as well.
I would like to know if we accomplished with your expectations in preparation of that important day.

Should you have any concern, please do not hesitate to contact me.

Thank you,



Nancy Guzman
Project Manager
USSI | 111220 Metro Parkway
Suite 17 | Ft Myers FL 33966
P: (239) 334-1865 | F: (239) 334-1908
C: (239) 292-7553
nguzman@ussiclean.com
<http://www.ussiclean.com>



From: Lombardo, Paula
Sent: Thursday, September 11, 2014 9:42 AM
To: Lourdes Gallo
Cc: Broderick, Cathy; Wagie, Marie
Subject: Floor Cleaning of the Microbiology Lab 3rd Floor Administration 1A

Good Morning Lourdes,

Your staff did a thorough and excellent job cleaning the floor areas of the 3rd floor lab Wednesday evening. Please let them know their work was fantastic and very much appreciated.

Great Job!

Paula Lombardo
Accounting Coordinator
plombardo@myboca.us
561-338-7304



"You cannot do a kindness too soon, for you never know how soon it will be too late."

~ Ralph Waldo Emerson ~

From: DiNorscio, Amy [<mailto:ADiNorscio@ci.boca-raton.fl.us>]
Sent: Tuesday, February 17, 2015 11:25 AM
To: Marcela Bernal
Cc: Viviana Bernal
Subject: Saturday

Marcela,

THANK YOU for doing such and AMAZING job for us this weekend!

The facility was clean all night, each of your employees worked hard. You did a wonderful job communicating to each employee their designated area and duties for the event.

Amy

Amy DiNorscio
Amphitheater Events Coordinator
City of Boca Raton
(561) 393-7984

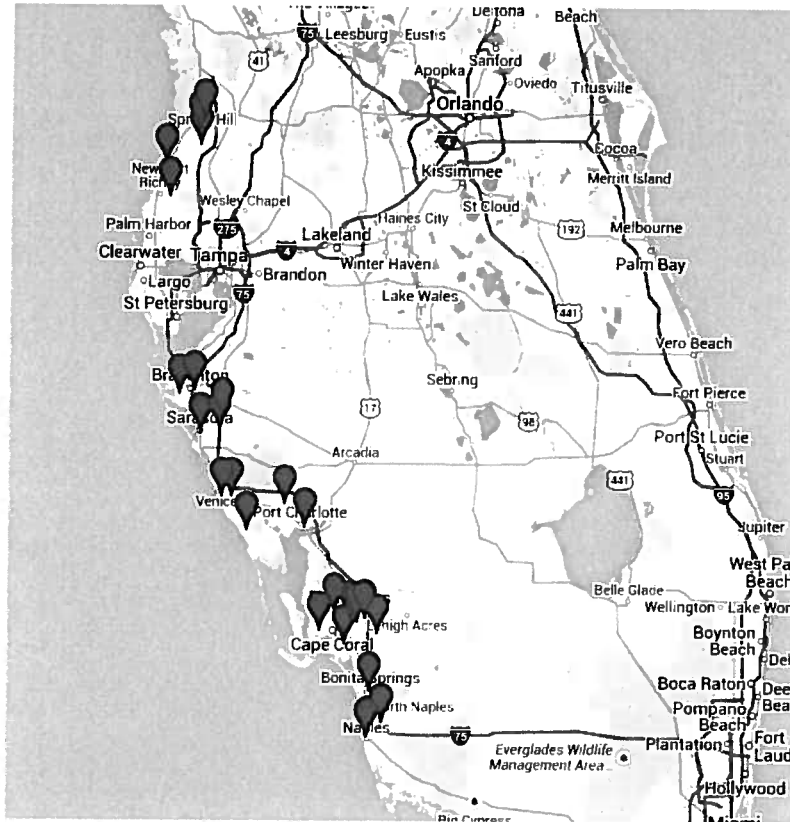


c. ABILITY TO MANAGE MULTIPLE SITES

USSI has a proven history of managing projects with multiple sites. Below are examples of for your review:

CHARLOTTE COUNTY, FL 23 Locations; 39 Facilities	
<ul style="list-style-type: none"> • Admin Complex - Building A • Admin Complex - Building B • Airport Road Annex - Transit • Airport Road Annex - Transit Trailer • Charlotte County Justice Center • Charlotte County Utilities, Loveland • Construction Services Bldg • East Englewood Mini Recycle • Eastport Campus - Admin #1 • Eastport Campus - Admin #2 • Eastport Campus - Admin #3 • Eastport Campus - Admin #4 • Eastport Campus Bld A • Eastport Campus - Ops #1 • Eastport Campus - Ops #2 • Employee Health Center • Environmental Campus Trailer • Facilities Construction & Maintenance • Family Services Center • Fleet Building 	<ul style="list-style-type: none"> • Fuel Islands, Grace Street • Health Department • Historic Courthouse • Human Services • Maintenance Ops at San Casa Yard • Medical Examiner • Mid County Recycle • Municipal Solid Waste • Public Safety Building • Public Work Signing And Marketing • Public Works Lighting Office & Shop • Public Works Maint & Operations • Sheriff Training • Sheriff Training Trailer • Sheriff: District 2 Office • Sheriff: District 4 Office • Sheriff's Admin Office • South County Annex • West County Annex

FLORIDA CANCER SPECIALISTS
26 Locations

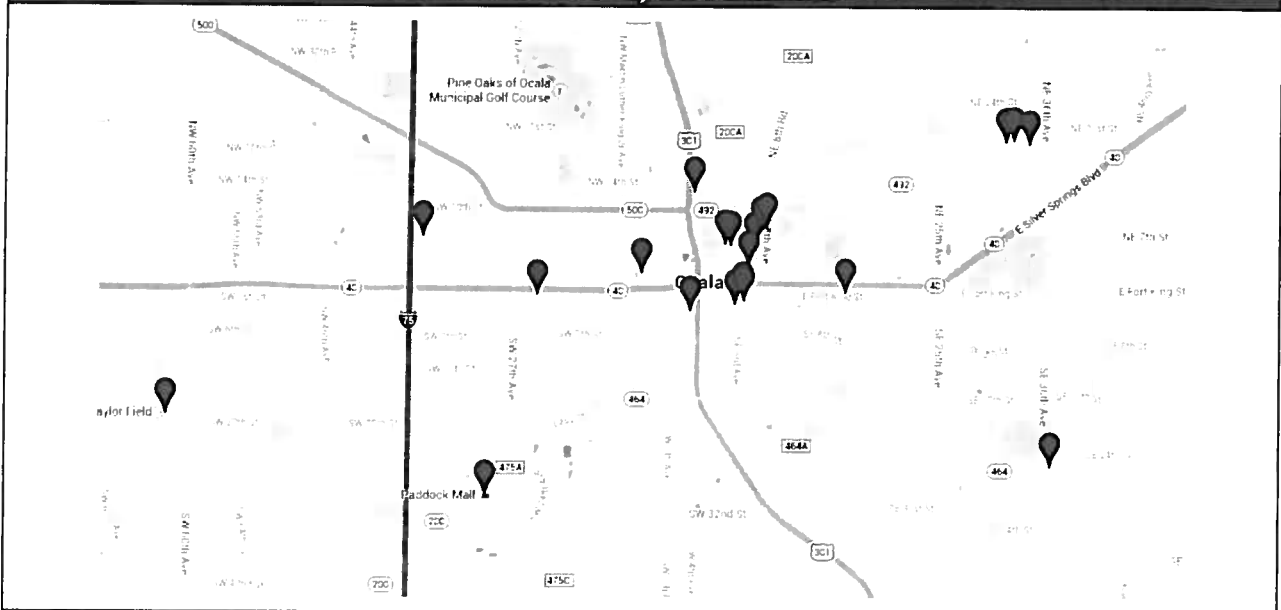


- Colonial Office, Ft. Myers, FL
- Englewood, Englewood, FL
- Lakewood Ranch, Bradenton, FL
- North Port, North Port, FL
- Sarasota - Cattlemen, Sarasota, FL
- Sarasota - Downtown, Sarasota, FL
- Venice - Health Park, Venice, FL
- Venice Island and VIP's, Venice, FL
- Bradenton East, Bradenton, FL
- Bradenton West, Bradenton, FL
- Bonita Springs, Bonita Springs, FL
- Fort Myers - Broadway, Ft. Myers, FL
- Cape Coral - Del Prado, Cape Coral, FL

- Cape Coral - Pkwy West, Cape Coral, FL
- Naples - Goodlette, Naples, FL
- Naples - Napa Ridge, Naples, FL
- Naples - West, Naples, FL
- Fort Myers - Summerlin, Ft. Myers, FL
- Corporate Offices, Ft. Myers, FL
- Hematopathology Lab, Ft. Myers, FL
- Port Charlotte, Port Charlotte, FL
- New Port Richey, New Port Richey, FL
- Hudson, Hudson, FL
- Spring Hill PET, Spring Hill, FL
- County Line Road, Spring Hill, FL
- Brooksville, Spring Hill, FL



CITY OF OCALA, FL
23 Locations; 38 Facilities



- 8th Avenue Senior Center
- Airport - Air Traffic Control Tower
- Airport - T Hangar - Bldg 19
- Airport - Terminal
- American Legion
- Barbara Washington Sr. Activity Center
- Building Dept / Growth Mgmt
- Care Here (CLINIC)
- City Hall
- Discovery Science Center
- Electric Administration (Bldg B)
- Electric Telecomm
- Facilities Maintenance
- Fire Station #1 - Administration
- Fleet -- Admin (Bldg D)
- Fleet - Light Vehicle
- Greyhound Bus Station
- Human Resources/RISK (Bldg E) & Electric Warehouse
- Ocala Electric Utility
- Ocala Police Department East District (District 2)

- Ocala Police Department Main Bldg
- Ocala Police Department Paddock Mall
- Ocala Police Department West District (District 1)
- Parks Operations Administration
- Parks Operations Shop
- Public Works / Sanitation (Bldg K)
- Public Works / Streets
- Public Works / Traffic Admin
- Public Works / Traffic Ops (Bldg L)
- Rec & Parks Admin (8th Avenue)
- SunTran (Bldg I)
- Transportation Planning Office (TPO)
- Union Train Station
- Water & Sewer Admin (Bldg H)
- Water Reclamation Facility #1 (Admin & Operational Center)
- Water Reclamation Facility #2 (Admin & Lab)
- Water Reclamation Facility #3 (1st and 2nd Floors)
- Water Treatment Plant



Below is a listing of current clients serviced in the state of Florida, sorted alphabetically:

- Advisor's R.E. Group
- Agency for Workforce Innovation
- Apria Healthcare
- Associated Area Health Ed. Centers
- Baxter Healthcare Corp.
- Bella Terra Condominium
- Carr Riggs & Ingram CPA's
- CBRE Mgmt.
- Charlotte County
- Charlotte County Airport Authority
- City Furniture
- City Of Bartow
- City of Boca Raton
- City of Boynton Beach Utilities
- City of Clermont
- City of Coconut Creek
- City of Ft. Myers
- City of Homestead
- City of Largo
- City of Madeira Beach
- City of Miami Gardens
- City of Ocala
- City of Sunrise
- City Of Tamarac
- City of Tampa
- City of Titusville
- Gadsden Co. Health Dept.
- Genesis Group, Inc.
- Granite Naples 305 LLC
- Greenberg Traurig LLC
- Harrison Holdings, LLC
- Hawker Beechcraft Corporation
- Heritage Plaza
- Continental Fidelity
- Covanta Energy
- Cryovation, LLC
- Department of Revenue
- Dept. of Economic Opportunity
- Dept. of Juvenile Justice
- Elman Tallahassee Associates
- Enterprise Florida
- Environmental Consulting & Technology
- Exceptional Education Facility at Edgewater High
- Farmer's Market Restaurant
- FL Dept. of Children and Families
- Fla Dept. of Economic Opportunity
- Flag Federal Credit Union
- Florida Cancer Specialists
- Florida Dept. of Economic Opportunity
- Florida Dept. of Transportation
- Florida Gulf Coast University
- Florida Sports Foundation
- Florida Workers' Comp. Insurance Guaranty Association
- Florida's Blood Centers
- St. John Neumann High School
- Structure Property Mgmt, LLC
- Sumter Landing Comm. Dev. District
- SW FL Workforce Dev. Board
- Tallahassee Highpoint Partners
- Tallahassee Land Management
- Terranova Corporation
- The Florida Bar Assoc.
- The Ford Bldg., LLC

- Hodges University
- Hospital Mgmt. Services
- HSP Partners LLC
- Lee County
- Lee Memorial Health Plant Operations
- Lee Memorial Health System
- Liberty Property Trust
- Lincoln Harris CSG
- Lincoln Property Co.
- Loeb Partners
- Manatee County
- Marquis Software Development
- Mary Kneece
- Municipal Code Corporation
- North Port OVM
- Northside Office Ctr. Condo
- Oertel-Hoffman Harrison Holdings
- Osceola Historical Society
- Palm Beach Health Dept.
- Rasmussen College
- Research Mgmt. Corp
- Riley Palmer Construction
- Sedona II LLC
- Sentinel Capital Partners LLC
- Simon Property Group
- Sumter County
- St. Joe Land Co. / Advisor's R.E.
- The Village School of Naples
- The Villages Commercial Property Mgmt.
- Thomas C. Chase, P.A.
- Titusville, FL Police Dept
- Town of Lake Park
- Tracey McMaken-Vasquez
- Triple B Inspections
- Investar
- ITT Technical Institute
- Lakeland Area Mass Transit District
- Lee County
- Lee County Toll Plazas
- Urban America
- Veterans Tribute and Museum of Osceola
- Village Center Community Dev. District
- Village Sq. of Tallahassee
- Visconti Family LTD Partnership
- Water Quality Administration Lab
- Webb Diversified, LLC
- Westcott / Advantis Property Mgmt
- Westgate Condominium
- Woodcrest LLC



d. EMPLOYEE TRAINING

Employee training is at the core of service delivery at USSI. A combination of continuing on-the-job training and formalized class-room style approach helps USSI's employees upgrade their skills on a regular basis. Training is conducted in-house and on-site for managers, supervisors and cleaning crew. USSI leverages our strong vendor partnerships to perform on-site training for employees using various methods including:

1. Step-by-step instruction guides
2. Instructional videos (English & Spanish)
3. On-site wall posters



USSI employees after a training session.

USSI has a dedicated Training & Safety resource for the region. Topics covered during training include:

- Green cleaning procedures
- Green cleaning chemicals and handling
- Personal Protective Equipment (PPE)
- Building Safety
- Cleaning for health
- Complaints, tools, steps, safety tips
- Job Safety Analysis
- Preventive maintenance
- Team cleaning & Cleaning Specialists functions:
 - Light Duty specialist
 - Vacuum specialist
 - Restroom specialist
 - Utility specialist
- Job Cards
- Door dots
- SDS

BOOT CAMP

In addition to ongoing, on-site training, USSI also conducts "Boot Camps", where cleaning workers are trained for 4-5 hours in a classroom environment.

At a minimum, all custodial staff members are trained in proper chemical handling, maintenance and use of equipment and cleaning procedures. Supervisors and managers responsible for ordering supplies are trained in selection of sustainable cleaning products and materials.



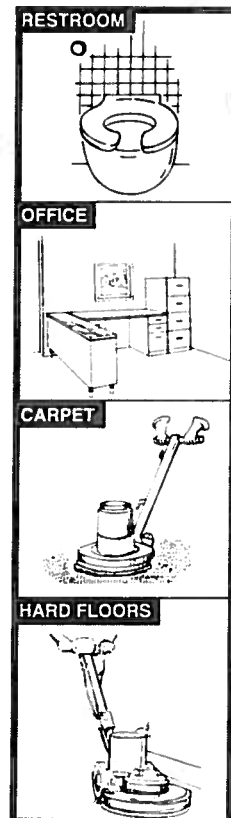
New hires are required to receive initial training on standard operating procedures (SOPs), safety procedures, sequencing of cleaning steps, and the proper use of personal protective equipment. This training typically occurs before personnel are assigned to a facility. Site-specific training should include training on:

- Building specific cleaning plan
- Tailored procedural training based on the green cleaning plan
- Hazardous communication standards
- Hand hygiene

The Boot Camp also addresses several technical aspects of the cleaning process including:

- SOPs
- Equipment maintenance
- Trash removal
- Dusting/surface cleaning
- Mopping
- Hazardous waste removal
- Restroom cleaning
- Vacuuming
- Wet mopping
- Carpet care
- Hard floor maintenance
- Pressure washing
- Floor burnishing

Each employee receives a certification of completion at the end of the course.



e. RECRUITMENT POLICY

E-VERIFY

USSI uses the E-Verify system to verify the employment eligibility of all new hires. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). All new USSI employees hired since January 1, 2008 have been processed using E-Verify. According to the U.S. Citizenship and Immigration Services (USCIS), E-Verify is the best means available for employers to electronically verify the employment eligibility of their newly-hired employees.

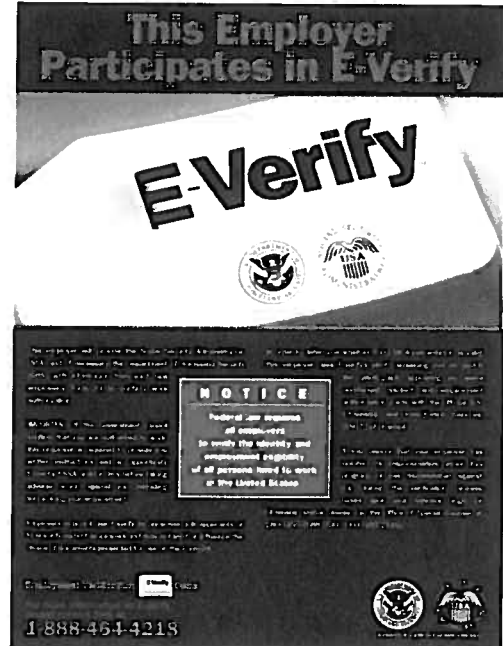
Once USSI hires a new employee, we enter the individual's I-9 information into a third party portal (Lookout Services, <http://www.lookoutservices.net/>), which in turn allows access to the E-Verify system. The E-Verify system, based on records from the Department of Homeland Security (DHS) and the Social Security Administration (SSA), notifies us regarding the individual's employment eligibility. If E-Verify determines that there is an issue, the employee must resolve the issue according to a specific process and timetable in order to remain employed.

Key benefits of using the E-Verify system include:

- Helping employers maintain a legal workforce
- Virtually eliminating Social Security mismatch errors
- Improving the accuracy of wage and tax reporting

BACKGROUND CHECKS

All employees, performing work under the Contract will comply with all security and administrative requirements of the County. USSI will provide a current FDLE (Florida Department of Law Enforcement) background check on each individual that will be working in the facilities (where applicable) no later than five (5) working days prior to the individual beginning work. Additionally, USSI will provide a complete list of employees working in the buildings and updated within 48 hours of any changes.



f. EQUIPMENT

USSI utilizes the best tools and chemicals suited for each facility, based on the specific requirements of that building. Our commitment to preserving the environment is reflected in the use of Green Seal certified chemicals, wherever possible, in our routine cleaning operations. Ergonomic tools, such as the ProTeam SuperCoach Backpack vacuum are not only designed to safeguard the health and well-being of our employees, but are also proven to improve indoor air quality (IAQ).

All new powered cleaning equipment purchased and used at the facility will comply with the criteria outlined below. At least 20% of the existing cleaning equipment (by cost or number) must meet the requirements, as indicated below:

- **Vacuum cleaners** are certified by the Carpet & Rug Institute "Green Label" Testing Program and operate with a sound level less than 70dba
- **Carpet extraction equipment** used for restorative deep cleaning is certified by the Carpet & Rug Institute "Seal of Approval" testing program for deep cleaning extractors.
- **Powered floor maintenance equipment** including electric and battery powered floor buffers and burnishers is equipped with vacuums, guards and/or other devices for capturing fine particulates and operate at a sound level of less than 70dba
- **Propane-powered floor equipment** has high efficiency, low-emission engines with catalytic converters and mufflers that meet California Air Resource Board (CARB) or EPA standards for the specific engine size and operate at a sound level of less than 90dba
- **Automated scrubbing machines** are equipped with variable speed feed pumps and on board chemical metering to optimize use of cleaning fluids
- **Battery powered equipment** is equipped with environmentally preferable gel batteries
- **Powered equipment** is ergonomically designed to minimize vibration, noise and user fatigue
- Equipment is designed with safeguard such as rollers or rubber bumpers to reduce potential damage to building surfaces.



CORE EQUIPMENT

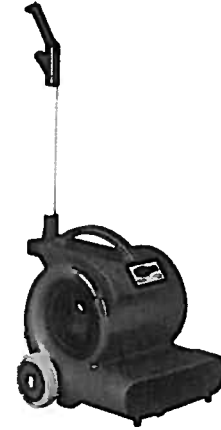
The following core equipment is used by USSI in routine janitorial operations:



Backpack Vacuum Cleaner:
ProTeam SuperCoach



Pressure Washer:
Simpson Honda GX200



Carpet Dryer:
Viper Whiptail



Carpet Extractor:
Windsor MiniPro



High Speed & Low-Speed Buffer:
Viper Venom



Wet/Dry Vacuum:
Windsor Titan

EQUIPMENT MAINTENANCE

Proper equipment maintenance is essential to protecting occupant and custodial employee health. Poorly maintained equipment leads to degradation of indoor air quality due to the spread of contaminants from the equipment.

We train our employees on proper equipment maintenance by follow manufacturer recommendations for scheduled maintenance. Additionally, equipment maintenance logs are maintained in the format specified below:

Cleaning Equipment Maintenance Log							
Building Name: _____				EQc3.4- Gre			
Equipment Type	Manufacturer	Model Number	Date of Purchase	Repair Date	Repair Description	Maintenance Date	Maintenance Description
A) Vacuum Cleaners						Daily maintenance done every day. Monthly maintenance was done on August 9th	Daily maintenance 1. Check bag inspect intercept Micro Filter. 2. If dirty, rinse out, air dry & replace. Monthly Maintenance: 1. Hand wash cloth filter and let air dry. 2. Replace cloth filter. 3. Clean Dome filter; air dry & replace
	Proteam	SCM1282	4/1/2005				
	Proteam	SCM1122	11/1/1997			Daily maintenance done every day. Monthly maintenance was done on August 9th	Daily maintenance 1. Check bag inspect intercept Micro Filter. 2. If dirty, rinse out, air dry & replace. Monthly Maintenance: 1. Hand wash cloth filter and let air dry. 2. Replace cloth filter. 3. Clean Dome filter; air dry & replace
B) Carpet Extraction Equipment						Daily maintenance done every day. Monthly maintenance was done on August 9th	Maintenance as-needed: 1. Clean outside of the machine with a mild cleaner. 2. Check power cord for any damage. 3. Lubricate wheels, if necessary
	Ambassador	C46100-00	Unknown				
C) Electric or Battery Powered Floor Maintenance Equipment							
D) Automated Scrubbing Machines						Daily maintenance done every day. Monthly maintenance was done on August 23rd.	Daily Maintenance: 1. Remove dust recovery bag and empty contents. 2. Check drive block for proper installation. 3. Clean filter. Monthly Maintenance: 1. Clean outside of the machine with a mild cleaner. 2. Check power cord for any damage. 3. Lubricate wheels, if necessary
	Pacific Floor Burnisher	UHS-20	3/12/1996				
						Daily maintenance done every day. Monthly maintenance was done on August 23rd.	Daily Maintenance: 1. Remove dust recovery bag and empty contents. 2. Check drive block for proper installation. 3. Clean filter. Monthly Maintenance: 1. Clean outside of the machine with a mild cleaner. 2. Check power cord for any damage. 3. Lubricate wheels, if necessary
	Kent Floor Machine	KF-175A	Unknown				

g. GREEN CLEANING PRACTICES

GREEN CLEANING: USSI GREENLEAD © PROGRAM



Our cleaning service has been proven one of the greenest cleaning services available in the US. USSI's GreenLead® Program is a high performance cleaning program focused on promoting sustainable cleaning practices that protect human health, building finishes, building systems and the environment.

USSI's GreenLead® Program has achieved Green Seal certification after being evaluated by Green Seal to comply with the rigorous environmental and performance requirements of the Green Seal Environmental Standard for Cleaning Services (GS-42, 2006). Green Seal is an independent, non-profit organization that provides science-based environmental certification standards for hundreds of products and services.



Leader in Sustainability

Commercial Cleaning Service

Independently certified under
Green Seal Standard GS-42

- **Protects human & environmental health:** Service uses nontoxic, biodegradable housekeeping products and limits workers' and occupants' exposure to chemicals and contaminants
- **Operates efficiently:** Service cooperates with the property to implement building-specific operating procedures and a green cleaning plan
- **Provides education:** Service trains custodial staff on effective cleaning and safety, and procurement officers on green purchasing
- **Communicates effectively:** Service communicates with owners, managers, and occupants to insure efficient and effective cleaning
- **Reduces waste:** Service implements a recycling program and uses minimally packaged, recyclable, and reusable materials
- **A green service that works:** Evaluated for effective cleaning procedures and practices

For more information visit www.GreenSeal.org

The GreenLead® Program specifically addresses the following key custodial areas that have a direct impact on human health and environment:



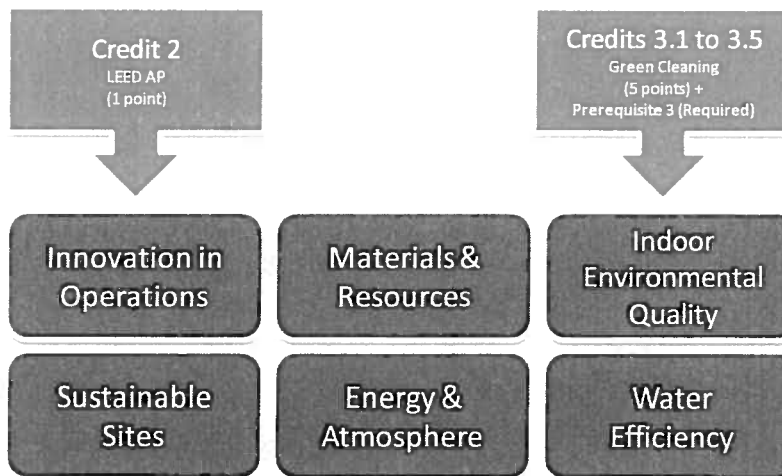
- Promoting the use of sustainable cleaning products and equipment
- Establishing standard operating procedures (SOPs) for typical cleaning and maintenance tasks focused on sustainable cleaning practices
- Conducting an audit program to monitor effective implementation of the policy and encouraging continuous improvement
- Outlining specific guidelines regarding chemical handling, equipment maintenance, communication protocols, documenting and tracking key metrics that demonstrate impact of the custodial operations on the environment
- Training custodial employees, with an emphasis on safe handling and storage of cleaning chemicals and hand hygiene, as well as hazards, use, maintenance, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.

The core principles underlying the policy include reduced or no use of potentially harmful cleaning chemicals, removal or elimination of dirt, dust and other contaminants, protection and preservation of surfaces during cleaning and proactive strategies to reduce contaminant infiltration at source.

USSI & LEED CERTIFICATION

As a leading provider of cleaning services in the area, USSI prides itself on growth through innovation. Our expertise in “green” practices is derived from several years of experience in implementing environmentally sustainable cleaning practices. USSI is among the first building service contractors to use Green Seal certified chemicals in daily cleaning operations. In addition to using Green Seal certified chemicals, our cleaning process encompasses the use of several tools and techniques that are geared towards the health and safety of tenants.

In our role as a cleaning contractor, we can impact the following point and credits (*Based on LEED Reference Guide for Existing Buildings: Operations & Maintenance, 2009 Edition, Version 3):





We understand the complexity and documentation requirements involved in the LEED certification process and work closely with our clients as a proactive partner through the entire certification cycle. Since our cleaning process is already geared toward being environmentally sustainable, we ensure that you receive the maximum possible points from our role as a cleaning services provider. As an active supporter of the US Green Building Council's (USGBC) initiatives, USSI is well positioned to provide you with the support and resources required to ensure the success of your LEED project.



As an added benefit to clients seeking LEED certification, we assign a LEED Accredited Professional (LEED AP) to the specific project. LEED APs are accredited by the Green Building Certification Institute (GBCI) and have a thorough understanding of green building practices, principles and the LEED Green Building Rating System. This helps in facilitating a streamlined implementation of specific project requirements and helps our clients to effectively implement sustainability initiatives at their facilities.

Some of the benefits of a green program include:

- Improved indoor air quality
- Healthier facilities for tenants and cleaning crew
- Minimized exposure to aggressive chemicals
- Reduced water and air pollution

By actively partnering with our vendors and suppliers, we can implement a green program in your facility, without significant cost overruns. Our understanding of the LEED certification process enables us to add value to your efforts.



3. OPERATIONS & MANAGEMENT PLAN

a. STAFFING PLAN

All personnel assigned by USSI to the project will receive close and continuing first line supervision. All crew supervisors will have a minimum of one (1) year of experience in the commercial janitorial field. USSI will provide on-site, as needed, a minimum of one (1) employee that has a minimum of three (3) years documented experience, in the care and maintenance of "pre-finished" hard surface flooring. All site managers engaged in directing the work to be accomplished under this contract will possess at least two (2) years of recent (within the past 5 years) experience in directing cleaning type operations in a supervisory capacity for buildings of the approximate size of the building(s) to be cleaned under this contract.

GROUP 1 STAFFING PLAN

NIGHTTIME CLEANING SERVICE	AVERAGE SQUARE FEET CLEANED NIGHTTIME PER NIGHT	HOURS / WEEK
COURTHOUSE	279,512	345.00
DAY PORTERS	# OF DAY PORTERS	HOURS / WEEK
COURTHOUSE	1.00	40.00
GRAND TOTALS	TOTAL AVERAGE SQUARE FEET CLEANED NIGHTTIME + DAYTIME	HOURS / WEEK
COURTHOUSE	279,512	385.00

GROUP 2 STAFFING PLAN

NIGHTTIME CLEANING SERVICE	AVERAGE SQUARE FEET CLEANED NIGHTTIME PER NIGHT	HOURS / WEEK
Government Annex (BOA)	122,910	132.50
Government Annex (BOA) Bldg 2	17,822	15.00
Welcome Center	8,250	7.50
Public Safety Complex	-	
Main Bldg	59,703	84.00
Logistics - EMS	19,633	24.50
TOTAL NIGHTTIME CLEANING	228,318	263.50

DAY PORTERS	# OF DAY PORTERS	HOURS / WEEK
Government Annex (BOA)	1.00	20.00
Government Annex (BOA) Bldg 2	1.00	20.00
Welcome Center		
Public Safety Complex		
Main Bldg	2.00	24.00
Logistics - EMS	2.00	24.00
TOTAL DAY PORTERS	6.00	88.00

GRAND TOTALS	TOTAL AVERAGE SQUARE FEET CLEANED NIGHTTIME + DAYTIME	HOURS / WEEK
Government Annex (BOA)	122,910	152.50
Government Annex (BOA) Bldg 2	17,822	35.00
Welcome Center	8,250	7.50
Public Safety Complex	-	-
Main Bldg	59,703	108.00
Logistics - EMS	19,633	48.50
GRAND TOTALS	228,318	351.50

GROUP 3 STAFFING PLAN

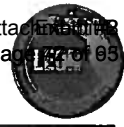
NIGHTTIME CLEANING SERVICE	AVERAGE SQUARE FEET CLEANED NIGHTTIME PER NIGHT	HOURS / WEEK
Main Library	78,753	108.50
BL Perry Branch Library	15,694	25.00
Eastside Branch Library	12,000	20.00
Ft. Braden Branch Library	5,288	8.75
Lake Jackson Branch Library	12,000	21.25
NE Branch Library	18,789	30.00
Tax Collectors Lake Jackson	4,796	5.00
Woodville Branch Library	2,000	5.00
TOTAL NIGHTTIME CLEANING	149,320	223.50

DAY PORTERS	# OF DAY PORTERS	HOURS / WEEK
Main Library	4.00	43.00
BL Perry Branch Library		
Eastside Branch Library		
Ft. Braden Branch Library		
Lake Jackson Branch Library		
NE Branch Library		
Tax Collectors Lake Jackson		
Woodville Branch Library		
TOTAL DAY PORTERS	4.00	43.00

GRAND TOTALS	TOTAL AVERAGE SQUARE FEET CLEANED NIGHTTIME + DAYTIME	HOURS / WEEK
Main Library	78,753	151.50
BL Perry Branch Library	15,694	25.00
Eastside Branch Library	12,000	20.00
Ft. Braden Branch Library	5,288	8.75
Lake Jackson Branch Library	12,000	21.25
NE Branch Library	18,789	30.00
Tax Collectors Lake Jackson	4,796	5.00
Woodville Branch Library	2,000	5.00
GRAND TOTALS	149,320	266.50

GROUP 4 STAFFING PLAN

NIGHTTIME CLEANING SERVICE	AVERAGE SQUARE FEET CLEANED NIGHTTIME PER NIGHT	HOURS / WEEK
Robert Stevens Clinic	15,963	22.50
Southside Health Clinic	15,128	22.50
Main Health Dept.	21,184	30.00
Amtrak Dental Clinic	4,975	7.50
Community Services Bldg/UA Trailer	8,060	11.25
TOTAL NIGHTTIME CLEANING	65,310	93.75
DAY PORTERS	# OF DAY PORTERS	HOURS / WEEK
Robert Stevens Clinic	1.00	30.00
Southside Health Clinic	1.00	30.00
Main Health Dept.	2.00	30.00
Amtrak Dental Clinic	-	-
Community Services Bldg/UA Trailer	1.00	10.00
TOTAL DAY PORTERS	5.00	100.00
GRAND TOTALS	TOTAL AVERAGE SQUARE FEET CLEANED NIGHTTIME + DAYTIME	HOURS / WEEK
Robert Stevens Clinic	15,963	52.50
Southside Health Clinic	15,128	52.50
Main Health Dept.	21,184	60.00
Amtrak Dental Clinic	4,975	7.50
Community Services Bldg/UA Trailer	8,060	21.25
GRAND TOTALS	65,310	193.75



GROUP 5 STAFFING PLAN

GRAND TOTALS	TOTAL AVERAGE SQUARE FEET CLEANED NIGHTTIME + DAYTIME	HOURS / WEEK
Ag Center	11,150	15.00
Amtrak Station Bldg	7,197	10.00
Elections Voting Center Warehouse	6,581	2.00
Facilities Management & Shop bathrooms	4,291	6.25
Fleet Mgt. Office/Bays	1,300	5.00
Public Works Bldg	23,668	31.25
Purchasing/MBE/Sign Shop	3,822	5.00
Solid Waste Facility 4 buildings	7,495	15.00
Traffic Court	14,842	20.00
Transfer Station	2,600	12.50
Truck Sheds Office/Bathroom	1,413	2.50
GRAND TOTALS	84,359	124.50



CUSTODIAL SPECIALIST FUNCTIONS AND METRICS

LIGHT DUTY SPECIALIST

Key Functions	Productivity Metrics
<ul style="list-style-type: none"> • Empty trash, recycling bins & re-install liners • Dust all appropriate horizontal and vertical surfaces-high to low • Pick up paper clips, paper and pencils from floor • Spot clean surfaces-door, push plates and glass • Spot clean wall and fixture marks and dirt. 	Based on time and motion studies conducted by industry professionals in a study conducted by the International Sanitary Suppliers Association (ISSA), a trained Light Duty Specialist, with tools and chemicals, as specified in the cleaning process, can clean 10,000 Square feet per hour. (Refer ISSA publication "447 Cleaning Times")

VACUUM SPECIALIST

Key Functions:	Productivity Metrics
<ul style="list-style-type: none"> • Check the trash can in each office • Vacuum all traffic areas • Spot vacuum all other areas • Vacuum crumbs, ashes, other spills on furniture • Reposition all furniture correctly • Turn out lights upon completion of a room • Secure area as required 	Based on time and motion studies conducted by industry professionals in a study conducted by the International Sanitary Suppliers Association (ISSA), a trained Vacuum Specialist, with tools and chemicals, as specified in the cleaning process, can clean 10,000 Square feet per hour. (Refer ISSA publication "447 Cleaning Times")

RESTROOM SPECIALIST

Key Functions	Productivity Metrics
<ul style="list-style-type: none"> • Refill toilet tissue • Refill all other dispensers • Empty restroom trash • Clean and disinfect all fixtures, mirrors and drinking fountains • Spot clean and disinfect partitions and doors • Sweep and mop floors • Turn out the lights 	Based on time and motion studies conducted by industry professionals in a study conducted by the International Sanitary Suppliers Association (ISSA), a trained Restroom Specialist, with tools and chemicals, as specified in the cleaning process, can clean and disinfect 1 restroom fixture in 3 minutes. (Refer ISSA publication "447 Cleaning Times")

UTILITY SPECIALIST

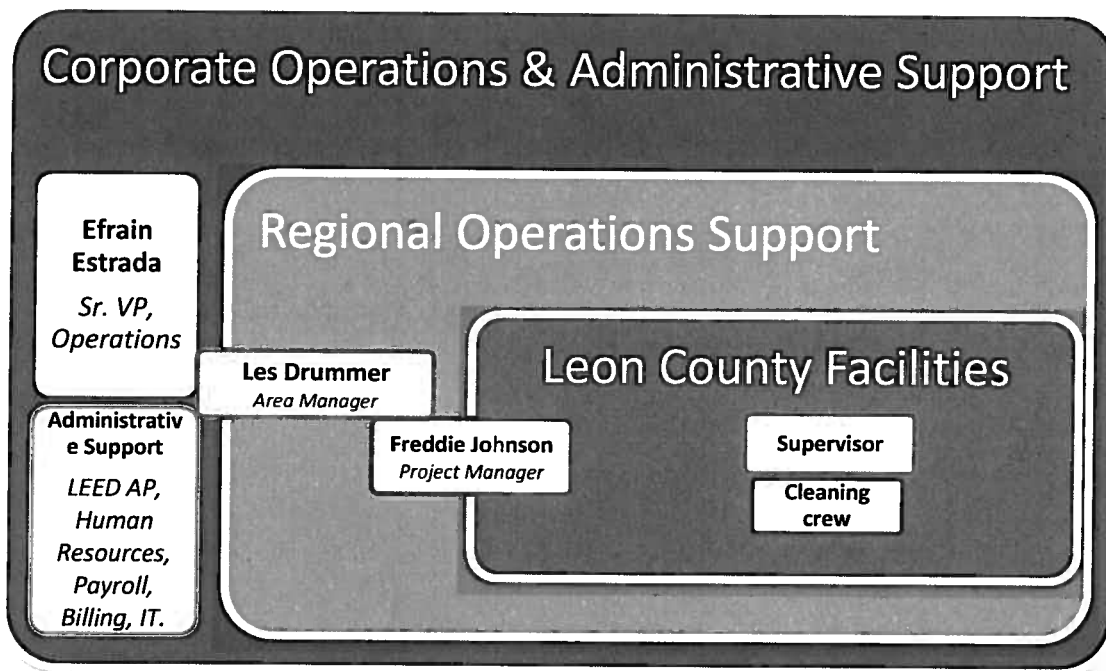
Key Functions	Productivity Metrics
<ul style="list-style-type: none"> • Police stairs and vacuum stairwells • Clean glass • Polish brass • Pick up trash on specified floors • Spot carpet • Clean 1st impression areas • Clean high-visibility carpet • Haul trash to dumpster • Floor care 	Based on time and motion studies conducted by industry professionals in a study conducted by the International Sanitary Suppliers Association (ISSA), one trained Utility Specialist, with tools and chemicals, as specified in the cleaning process, is required for approximately 25,000 square feet of typical office space. (Refer ISSA publication "447 Cleaning Times")

CONTRACT MANAGER

Mr. Lester Drummer, Area Manager, will act as Contract Manager and take overall responsibility for the Leon County account. The primary person responsible for managing routine custodial operations at the Leon County facilities will be Mr. Freddie Johnson, USSI's proposed Project Manager. Mr. Johnson will be the primary interface between USSI and the Leon County representatives and will be accountable for the management and scheduling of work to be performed under the scope of the contract as well as for hiring, training, payroll and administrative duties related to the facilities.

OPERATIONAL SUPPORT STRUCTURE

To ensure the highest levels of service at the Leon County facilities, we propose an operations structure as illustrated below:



The custodial team at the buildings will be headed by USSI's Project Manager, Mr. Freddie Johnson, who will be the primary on-site interface between USSI and the Leon County representatives. Mr. Johnson will be responsible for overall operations at the buildings. Additionally, USSI will provide an on-site Supervisor to oversee training, safety and building inspections. The Supervisor will be supported by the cleaning crew. Additional supervisor responsibilities include ordering supplies, ensuring availability of equipment and handling special tenant requests.

The Supervisor will report directly to USSI's Project Manager who is responsible for hiring, training, payroll and administrative duties related to the project. USSI's Area Manager and Senior VP, Operations support the Project Manager and are responsible for ensuring consistent service delivery, inventory management, reporting and compliance with contract specifications. Overhead support to the buildings from the LEED-AP, HR, IT, billing and payroll is provided to ensure consistency of service.

PROJECT MANAGER RESPONSIBILITIES

The Project Manager handles day to day management under the contract and is the primary point of contact for all routine custodial issues. Mr. Freddie Johnson, USSI's proposed Project Manager will be responsible for the supervision and the continuity in all scheduling concerning your facilities. She will make regular written inspection reports and advise the USSI cleaning supervisors of her observations. Mr. Johnson will meet with the Leon County representatives regularly to ensure proper communication.

Below is a summary of key tasks performed by the Project Manager:

- Meets daily with the USSI staff.
- Responsible for the scheduling and completion of all daily cleaning tasks.
- Responsible for the smooth and orderly running of the project, including strict adherence to cleaning specifications, employee selection, and ordering of materials, supplies and equipment.
- Responsible for resolving complaints and handling emergency situations.
- Manages the USSI cleaners in the completion of housekeeping functions.
- Ensures that USSI employees comply with all project regulations, security requirements, badge controls, uniforms, etc.
- Responsible for updating the Safety Data Sheets and ensuring USSI personnel are conscientious in their use of materials and supplies.
- Assumes ultimate responsibility for all USSI employees on-site, the control of materials and equipment, and inventory maintenance of all paper products.
- Responsible for project inspections and quality control.
- Oversees the receiving, documentation, security and proper inventory of all materials, equipment and paper products.

Resumes of key personnel are enclosed.



FREDDIE JOHNSON
Proposed Project Manager

Summary of Experience

United States Service Industries, Inc. (USSI) is pleased to submit for your review and consideration Mr. Freddie Johnson as proposed Project Manager for the Cecil Airport project. Mr. Johnson has been an employee of USSI for over 18 years and has risen for the initial position of night staff cleaner to a project manager. Mr. Johnson's experience in the janitorial business is comprehensive. He understands the means and processes of cleaning a facility, the necessity to work and lead staff members, the need to coordinate efforts with the customer and the requirement to produce consistent, quality service.

Professional Experience

UNITED STATES SERVICE INDUSTRIES, INC. 2005 - Present
Project Manager

- Manages and supervises all supervisors as well as oversees cleaning personnel.
- Conducts nightly operational quality assurance inspections and documents results.
- Reviews and coordinates cleaners' daily work schedules.
- Provides training to cleaners on proper procedures, including use of equipment, chemicals and tools.

UNITED STATES SERVICE INDUSTRIES, INC. 2000 - 2005
Supervisor

- Supervise and direct work of building night supervisor as well as oversee a staff of day personnel.
- Check building at the end of the shift to ensure proper procedures and policies are being adhered to
- Assign keys to cleaners at the start of each shift
- Sign cleaners in and out for their shifts
- Conduct key count at the end of the night and match it to the key inventory
- Supervise and direct the work of the night cleaners
- Train cleaners on proper use of equipment, tools, chemicals and cleaning techniques
- Ensured proper OSHA compliance
- Hire and fire personnel

UNITED STATES SERVICE INDUSTRIES, INC. 1996 - 2000
• *Building/Night Supervisor*



LESTER DRUMMER

Area Manager, Tallahassee and North Florida Region

Summary of Experience

Mr. Drummer has been an employee of USSI for over 17 years and has risen from the initial position of project manager to area manager. Mr. Drummer's experience in the janitorial business is comprehensive in that he fully understands the means and processes of cleaning a facility, the necessity to work and lead staff members, the need to coordinate efforts with the customer, and the requirement to produce consistent, quality service. Mr. Drummer presently has the full authority to act on behalf of USSI on his projects. He has hire-fire authority, purchasing authorization, inspection and reporting responsibilities and overall point of contact duties with his customers.

Professional Experience

UNITED STATES SERVICE INDUSTRIES, INC.
Area Manager of Tallahassee Division

1994 - Present

- Reports directly to the Senior Vice President, Operations, who in turn identifies project assignments, based upon particular needs of the Tallahassee Metropolitan Area.
- Provides additional management and supervision to project managers, building supervisors as well as oversight to cleaning personnel.
- Reviews the operational needs pertaining to supplies, equipment, tools and other materials and makes requests as necessary.
- Meets with customers' management staff and tenants to review performance and determine if added resources are required.

SCOTTY'S, INC.
Store Manager

1987 - 1994

- Responsible for complete operation of multi-million dollar store operation.
- Including management and supervision of assistant managers, salesmen and approximately 30 store employees.
- Implementation of in-store programs to increase sales
- Development of employee and public relations incentive programs.
- Provided training and developmental assistance to all assistant managers, supervisors, and employees.

EDUCATION

Bachelor of Science
Wiley College – Marshall, Texas



EFRAIN ESTRADA

Senior Vice President of Operations

Professional Experience

UNITED STATES SERVICE INDUSTRIES, INC.

2008 - Present

Senior Vice President of Operations

- Administer overall organizational priorities, implemented plans, and managed all areas of organizational development, measurably improving institutional productivity.
- Plan, coordinate, and direct the efforts of 8 departments with more than 1,400 personnel.
- Provide oversight for all fiscal matters, including budgetary planning, contractual authority and implementation of fiscal policies for accounts totaling over \$25M.
- Enhanced organizational effectiveness and performance by reengineering internal functions to meet challenging yet realistic goals.
- Develop job descriptions that accurately described responsibilities and are consistent with specific levels of compensation.
- Develop personnel requirements, schedules, scope, content and travel plans, resulting in 100% of the inspections completed on-time, within budget and to the satisfaction of senior management.
- Coordinate technical and professional courses that provided for employees' professional development and benefit the organization's short and long range goals.

UNICCO INTEGRATED FACILITIES SERVICES

2002-2007

Operations Manager

- Direct and coordinate overall management of assigned book of business of an excess of 15.2M Sq/Ft.
- Quality assurance, customer and tenant satisfaction, P&L overall responsibility, budget development, strategic planning, sales and marketing responsibilities

UNICCO INTEGRATED FACILITIES SERVICES

2000-2002

Project Manager

- Direct and coordinate overall management of United States Patent and Trademark Office Project of an excess of 3.2M Sq/Ft.
- P&L responsibility, quality assurance, customer and tenant satisfaction.
- Budget development, strategic planning, sales and marketing responsibilities

H&A GENERAL MAINTENANCE

1997-2000

Operations Manager

- Managed over 24 accounts throughout metro D.C. area totaling 5M sq. ft.
- Overall P/L and revenue enhancement responsibility.
- Responsible for implementing and managing administrative procedures.
- Budget development, strategic planning, sales and marketing responsibilities



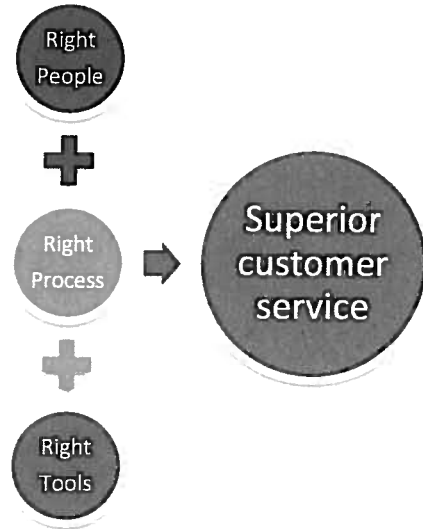
b. PROCESS

Your facilities are unique and so is our cleaning.

Each building has distinct cleaning requirements that need to be addressed specifically to ensure high levels of service. USSI develops a customized operations plan for each facility, based on specific requirements of the building. Our cleaning method is based on the key principles of delivering process, performance and results. In addition to delivering operational excellence, USSI strives for superior customer service through our various support systems.

By providing our cleaning crew with the right training, tools and chemicals, USSI is committed to exceeding the expectations of our clients.

USSI will furnish all labor, materials, and equipment necessary to complete all work at the locations as specified in BID NO: BC-03-10-15-13. USSI is committed to operating all facilities in a sustainable manner by utilizing green or environmentally preferred products as required by the County at locations specified in Groups 1 (Courthouse), 2 (Class Facilities), 3 (Libraries), 4 (Clinical facilities) & 5 (General Service Facilities). USSI will comply with the tasks, frequencies and specifications outlined for each of the groups.



CORE CHEMICALS

The following are the core chemicals used by USSI in daily cleaning operations:

		<i>Meets California Code of Regulations VOC Levels</i>		
PERdiem™/MC General Purpose Cleaner	Glance® NA Glass & Multi-Purpose Cleaner	SparCreme: Deep cleanser	Crew® Bathroom Cleaner & Scale Remover	Spartan Green Solutions Floor Seal & Finish



The chemicals used in daily cleaning operations have been carefully chosen to not only clean effectively, but also to minimize harm to the environment.

At least 30% of total annual purchases (by cost) of cleaning materials and products will comply with the sustainability criteria outlined below:

- **Cleaning products** that meet one of the following criteria:
 - Green Seal GS-37 for general-purpose, bathroom, glass and carpet cleaners
 - Environmental Choice CCD-110 for cleaning and degreasing compounds
 - Environmental Choice CCD-146 for hard surface cleaners
 - Environmental Choice CCD-148 for carpet and upholstery care

- **Disposable janitorial paper products and trash bags** meet the minimum requirements of one or more of the following:
 - US EPA Comprehensive Procurement Guidelines for janitorial paper and plastic trash can liners
 - Green Seal GS-09, for paper towels and napkins
 - Green Seal GS-01 for tissue paper
 - Environmental Choice CCD-082 for toilet tissue
 - Environmental Choice CCD-086 for hand towels
 - Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers



EcoLogo

Scott® 2-ply Roll Bath Tissue



EcoLogo

Scott® Multi-Fold Towels



- **Disinfectants, metal polish, floor finishes, strippers or other products** not addressed by the above standards meet one or more of the following standards:
 - Green Seal GS-40 for industrial and institutional floor care products
 - Environmental Choice CCD-112 for digestion additives and odor control
 - Environmental Choice CCD-113 for drain or grease traps additives
 - Environmental Choice CCD-115 for odor control additives
 - Environmental Choice CCD-147 for hard floor care
 - California Code of Regulations maximum allowable VOC levels for specific product category

- **Hand soaps** meet one or more of the following standards:
 - No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations
 - Green Seal GS-41 for industrial and institutional hand cleaners
 - Environmental Choice CCD-104 for hand cleaners and hand soap

MANAGEMENT & SUPPORT SYSTEMS

While we pride ourselves on our cleaning operations, we distinguish our services based on the support system that we offer our clients. USSI's Operations Managers meet with our clients on a periodic basis to understand any unique requirements and ensure tenant satisfaction. The billing and contracts department assists clients with requests for billing adjustments, contract updates and certificates of insurance.

USSI's front-line crew is augmented by a strong support system to enable a seamless customer experience. Our management team has a wealth of experience from within and outside the industry to enable USSI to deliver on the promise on superior customer service.

Our employees are our most valuable assets. Our strong management structure, supported by our human resources department provides daily support. The purchasing department ensures that supplies, tools and equipment are readily available to get the job done. USSI's payroll department ensures that our employees are paid correctly and on time.

BILLING PROCESSES

As an industry leader in automation, USSI electronically bills (e-bills) all contracts as standard practice on or about the 1st of each month. Where requested, USSI also provides a hard copy as back-up.

For supplemental work, Operations submits a "BI" or Billing Instructions to the Accounts Receivable department within 5 working days of performance of such work. Accounts Receivables, in turn, e-bills or send out hard copies of bills within 5 days of receipt of BIs.

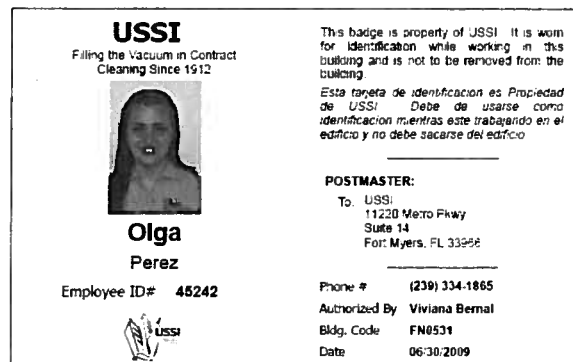


UNIFORMS & IDENTIFICATION

The appearance of the front-line employees reflects directly upon Leon County . Therefore it is vital to portray the proper image at every location. At your discretion, we recommend the below uniform standards be used.



We also issue picture IDs to our employees for easy identification. A sample is shown below:



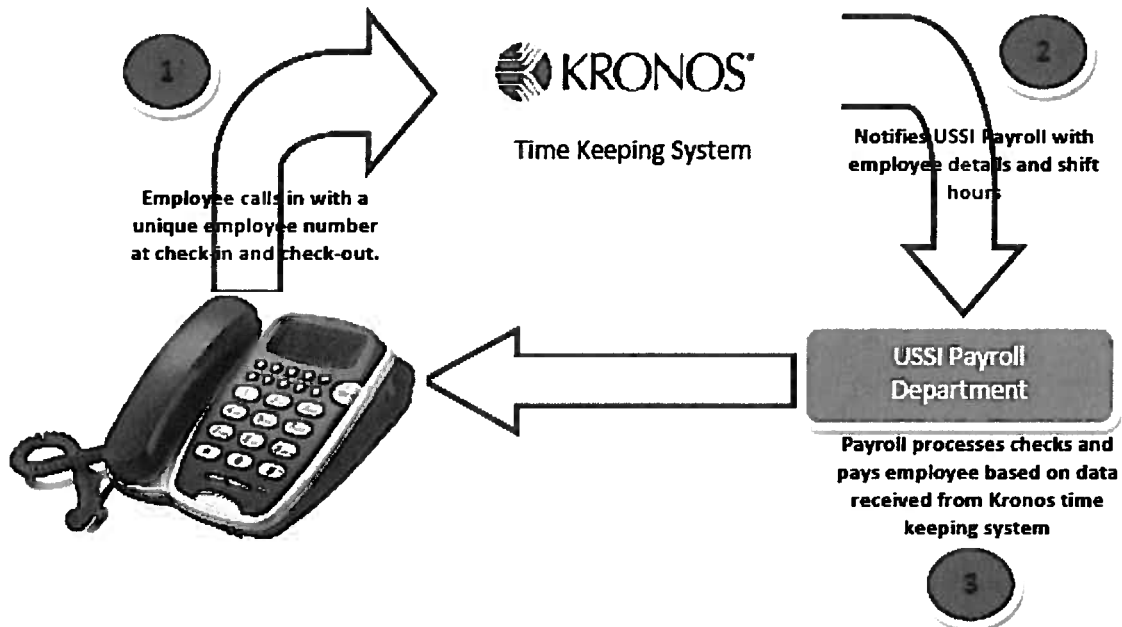


PAYROLL & TIMEKEEPING PROCEDURE

We maintain daily logs for shift attendance at each site. Each employee is required to sign in and sign out the hours of attendance each day.

In addition the project management staff will be using our automated telephone timekeeping system, Kronos. This accurate and reliable method of timekeeping will be vital to maintaining a successful project. This system ensures accuracy in payroll and shift hours while giving our managers comprehensive data on each shift at each location cleaned by USSI.

If requested, USSI can share the attendance reports generated by the Kronos system with key Leon County personnel. Below is an overview of the Kronos system:



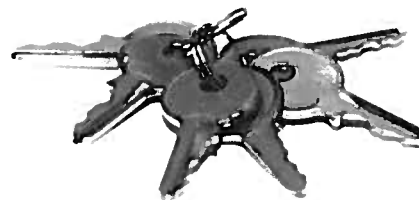
Key steps in logging, recording and processing employee payroll using the Kronos system are summarized below:

1. Each employee is issued a unique employee id.
2. Employee enters employee id using the phone assigned to each site during shift check-in and check-out.
3. The Kronos 4500 Touch ID logs each scan, and the shift hours worked by a particular employee.
4. Details of the employee and daily shift hours are transferred remotely to USSI's central payroll department
5. USSI's payroll department processes the information received from the Kronos time-keeping system to deliver checks to the employee



KEY CONTROL POLICY & PROCEDURES

Because USSI understands the importance of safety and security in each location we service, we've developed a policy to ensure proper distribution and handling of all keys for the locations we service. Access to locked facilities and areas required for the performance of an employee's assigned tasks will be provided through the issuance of an appropriate key required for entry into the authorized area or areas.



Keys to buildings, offices, and other facilities will only be issued to a USSI employee upon proper clearance through all necessary background checks. Any person, who knowingly makes, duplicates, possesses or uses access controlled keys for entry to any area without appropriate authorization will be subject to disciplinary action by USSI.

Persons to whom key(s) are issued must sign the key request form when they pick up their key(s) acknowledging receipt of the key(s) and agreeing to assume full responsibility for the security and proper use of keys issued to them. Upon receiving a key(s) the key recipient also agrees that they:

- will not lend or otherwise permit key(s) to be used by any other person,
- will not duplicate or alter the key(s) and will not allow others to do so,
- will report the loss or theft of key(s) immediately to supervisor or project manager,
- will return issued key(s) that are no longer needed to the supervisor,
- will return issued key(s) to supervisor upon termination of employment and obtain a clearance form from USSI indicating all keys have been returned;
- will hand deliver key(s) being returned and will not send keys through the U.S. or campus mail;
- will use keys issued to gain access only to the assigned work area to conduct USSI business; and,
- will ensure the door(s) to an assigned work area are properly locked or otherwise secured per the USSI Door Dot System when leaving the area or at the conclusion of work.

SAFETY PROGRAM

USSI's policy is to inform all employees of the hazards associated with the materials that they use on the job. USSI has implemented the *Beyond Compliance* program to ensure the proper safety and education of our cleaners.

Each building USSI cleans is equipped with a binder containing an inventory of hazardous materials used in that building as well as Safety Data Sheets (SDS) for each chemical used. These SDS sheets are conveniently accessible in case of an emergency. SDS information is located in:



GHS

The
Globally Harmonized System
of Classification and Labeling of Chemicals

OSHA



1. The USSI check-in area
2. Training handbooks
3. On the web

These sheets provide detailed information on health hazards, physical hazards, personal protective equipment and proper emergency response measures. We have selected a specific cleaning system with a limited number of cleaning products. These have been selected both for their cleaning effectiveness as well as for their low toxicity. USSI ensures due diligence by exceeding OSHA compliance requirements through a series of measures including:

- A written safety policy, which is updated periodically
- Mandatory employee training regarding OSHA regulations and SDS
- Periodic audits and inventory checks of chemicals in the facility

The "Beyond Compliance" program at USSI ensures improved health and safety of our employees and tenants, while reducing liability through due diligence and precautionary measures.

USSI guarantees that there is an SDS handbook in each and every building being cleaned by our employees. This handbook contains a chemical description of all products used in the building and explains what to do in case of an accident or emergency. The SDS handbook is placed in a plexi-glass display shelf on the storage room, next to the posted emergency phone numbers.

SAFETY GUIDELINES

The following guidelines are used for storage and handling of cleaning products and materials to ensure custodial employee and occupant safety:

- Cleaning chemicals, equipment and materials are physically isolated and secured in a central storage area in the building
- Chemical products must be separated from cleaning tools and equipment
- Any chemicals that require the use of gloves must be identified. Only trained personnel should be allowed to handle these chemicals
- Central storage area must be key controlled to supervisor level or higher
- No unlabeled and unmarked bottles/containers are allowed for use by custodial employees
- Safety Data Sheets (SDS) are available and updated for each product used in the cleaning operation and displayed in a prominent area of the storage room
- Never mix chemicals
- Products on shelving must be loaded so that heaviest items are on the bottom and the most used items are at eye level
- First aid kit should be made available in the check-in/storage area
- Adequate lighting and ventilation must be provided to avoid injuries and spills



QUALITY ASSURANCE PROGRAM

Our quality control program utilizes a defined structure, clear responsibilities, a formal schedule, appropriate analytical procedures, strong documentation requirements and required corrective action plans, if necessary.

Supervision & Inspection

One of the key features of the GreenLead program at USSI is maintenance of supervisory and management reports. This ensures proper care of tools, equipment and material. All our cleaning workers are trained in the maintenance of tools and equipment during the training boot-camp.



Our program utilizes a defined structure, clear responsibilities, a formal schedule, appropriate analytical procedures, strong documentation requirements and required corrective action plans, if necessary. Ultimately, Leon County will enjoy multiple levels of quality assurance, including:

- Weekly inspections by the Quality Control Manager
- Regular inspections by the Project Manager
- Periodic reviews by the Area Manager

In addition, our process incorporates several controls, measures and a reporting system to ensure scheduled maintenance is performed on a regular basis.

Reporting

For the Leon County project, USSI will be utilizing inspection software developed in-house to deliver reports and maximize customer satisfaction. This system will result in enhanced quality control and a more responsive project team.



Our communications software enables USSI to manage performance and generate client data into reports that accurately pinpoint which areas need attention. We are able to instantly distribute work orders or complaints to the person responsible for correcting the deficiency as soon as possible. This system also allows senior management to be aware of any issues so that they can get involved in the resolution if necessary. All communication is tracked in one place which allows us to monitor and manage your ultimate satisfaction with our services.

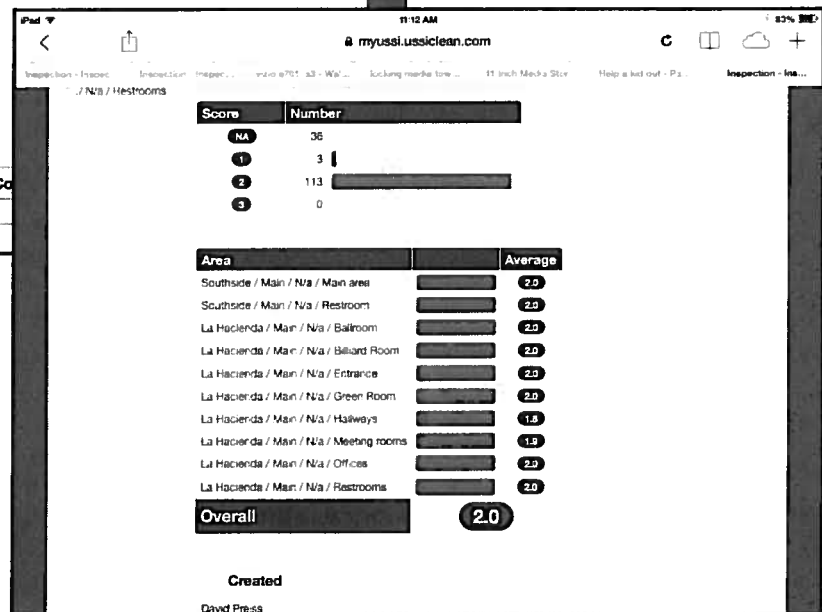
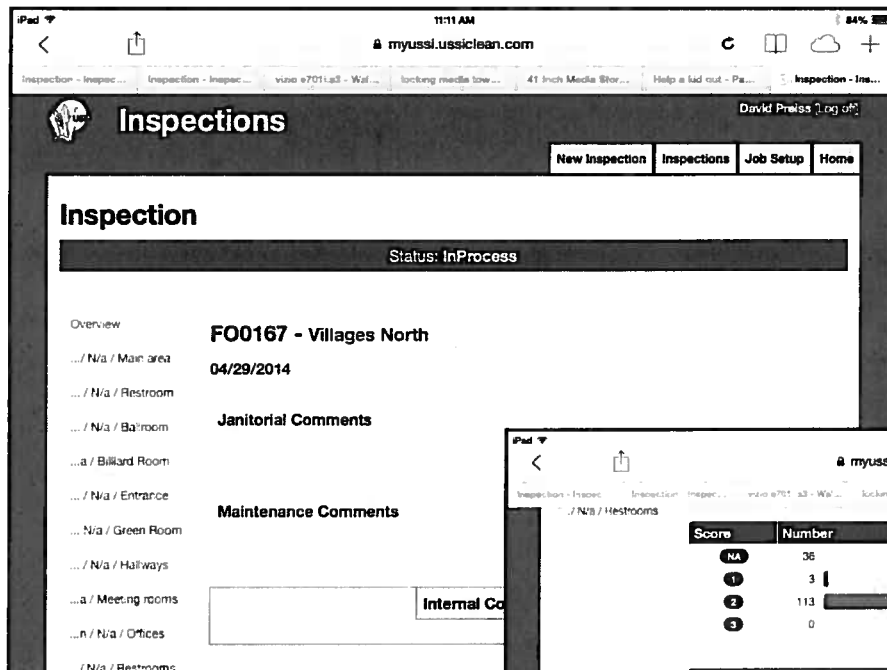


USSI is able to efficiently:

- Perform detailed inspections
- Correct deficiencies
- Customize schedules to unique areas in each location, and
- Prove our performance to Leon County

In addition to tracking the resolution of service deficiencies, we can also develop customized schedules which will be unique to Leon County locations and the periodic services you require per the contract. The USSI project management team will be able to set up reminders for periodically scheduled services such as floor maintenance and window cleaning services so that we can be sure these items are being completed as required.

The graphics below show examples of inspection templates generated on this system.

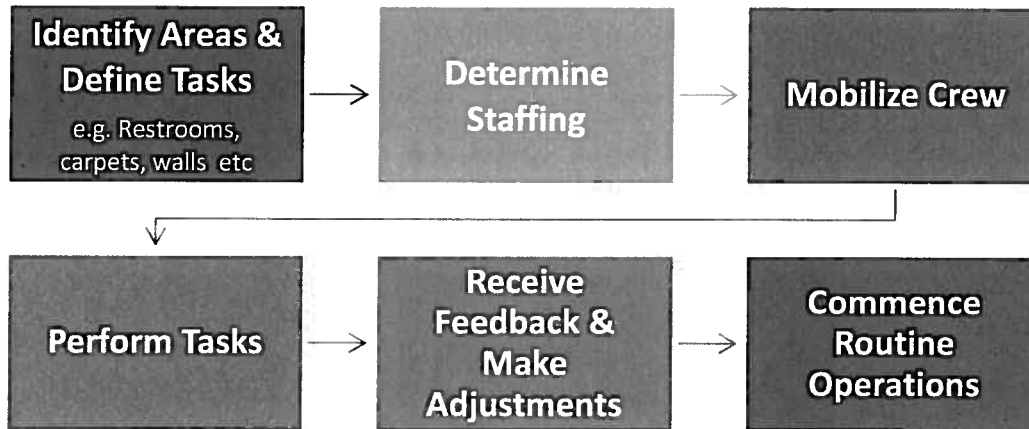




c. TURNAROUND CLEANING SERVICES

USSI has capability and experience to provide turnaround cleaning services as defined in the RFP. We have a successful track record of delivering on projects that focused on providing immediate, corrective, detailed cleaning of the entire facility for purposes of making an immediate and noticeable impact upon cleanliness and presentation aspects of the facility.

The following illustrates the typical process in delivering turn-around cleaning services:



The goal for turn-around cleaning services is to provide thorough, detailed cleaning that has a significant impact on the appearance of facility finishes and tenant environment.

d. CONSTRUCTION CLEANING

Construction clean-up involves removal of significant amounts of dirt and debris from the facilities undergoing construction and renovation, and ensuring that facilities are ready for tenant move-in. In addition to dust and debris removal, this also includes repeated, thorough cleaning of areas occupied by tenants. In the event of renovations occurring at a facility, USSI follows the following procedures:

- a. Area to be closed to all traffic.
- b. Installation of barriers such as plastic coverings, boarding up construction sites, or air locks to prevent migration of dust and/or other contaminants from the area.
- c. Thoroughly clean the area prior to putting back in service.

We ensure that our employees are properly trained, utilize correct PPE and equipment, use proper bagging and disposal of all materials and thoroughly clean the area prior to putting back in service.



e. EMERGENCY SERVICES

If an emergency arises (such as flooding), USSI will divert the cleaning crew as deemed necessary from their normal assigned duties to meet these conditions. When these employees are no longer needed, they shall be directed to return to their normal duties.

The following is an illustration of the typical stages of response to an emergency:

INCIDENT REPORTING

- Client contacts USSI regarding emergency via phone, email or fax.
- Typically, the Project Manager assigned to the account receives the call.
- Alternate contact is the USSI emergency response line.

FACT FINDING

- Project Manager or alternate is on-site within 1.5 hours of initial client call.
- Collects additional information, determines course of action.

RESOURCE MOBILIZATION

- Project Manager recruits additional resources and mobilizes equipment needed
- Initiates clean up efforts

RESOLUTION & FOLLOW-UP

- Keeps open communication with building engineers and Client to report status at different stages of the clean-up effort and conclusion.

The primary point of contact in the event of an emergency would be the Project Manager assigned to the account. We also provide access to back-up resources. All members of the USSI team are "on call" 24 hours, except during vacation or authorized leave. We ensure the availability of basic equipment such as wet vacuums, fans and dehumidifiers at larger facilities



LEON COUNTY PURCHASING DIVISION
 BID TABULATION SHEET
 BC-03-10-15-13

Bid Title: Custodial Services, County Wide Opening Date: Tuesday, March 10, 2015 at 2:00 PM

Item/Vendor	C+L Associates	Nelsonic, Inc.	Contractor's Enterprises
Manual Signature	Yes	Yes	Yes
Addendum #1	Yes	Yes	Yes
Affidavit of Immigration	Yes	Yes	Yes
Tie Bid	Yes	Yes	Yes
Insurance	Yes	Yes	Yes
Certificate Debarment	Yes	Yes	Yes
Base Bid:			
Group 1	\$ 0.073	\$ —	\$ —
Group 2	\$ 0.0749	\$ 0.0985	\$ 0.07
Group 3	\$ 0.109	\$ 0.1065	\$ 0.07
Group 4	\$ 0.15	\$ 0.2150	\$ 0.07
Group 5	\$ 0.135	\$ 0.1195	\$ —

Tabulated By: Shelley Kelley

[Signature]

LEON COUNTY PURCHASING DIVISION
 BID TABULATION SHEET
 BC-03-10-15-13

Bid Title: Custodial Services, County Wide
 Opening Date: Tuesday, March 10, 2015 at 2:00 PM

Item/Vendor	Associated Services +Supplies	Tribond	Stackon Maintenance Group
Manual Signature	Yes	Yes	Yes
Addendum #1	Yes	Yes	Yes
Affidavit of Immigration	Yes	Yes	Yes
Tie Bid	Yes	Yes	Yes
Insurance	Yes	Yes	Yes
Certificate Debarment	Yes	Yes	Yes
Base Bid:			
Group 1	\$ —	\$ 0.21	\$ 0.0858
Group 2	\$ 0.14312	\$ 0.21	\$ 0.1365
Group 3	\$ —	\$ 0.21	—
Group 4	\$ 0.2416	\$ 0.21	—
Group 5	\$ —	\$ 0.21	—

Tabulated By: Shelley Kellers

[Signature]

LEON COUNTY PURCHASING DIVISION
 BID TABULATION SHEET
 BC-03-10-15-13

Bid Title: Custodial Services, County Wide

Opening Date: Tuesday, March 10, 2015 at 2:00 PM

Item/Vendor	Executive Cleaning	USS1	Superior Janitorial Group
Manual Signature	Yes	Yes	Yes
Addendum #1	Yes	Yes	Yes
Affidavit of Immigration	Yes	Yes	Yes
Tie Bid	Yes	Yes	Yes
Insurance	Yes	Yes	Yes
Certificate Debarment	Yes	Yes	No
Base Bid:			
Group 1	\$ —	\$ 0.093	—
Group 2	—	\$ 0.097	\$ 1.10
Group 3	\$ 0.12	\$ 0.105	\$ 1.05
Group 4	\$ 0.19	\$ 0.211	\$ 2.35
Group 5	\$ 0.092	\$ 0.089	\$ 1.05

Tabulated By:

Shelley Kelley

SKK