

**FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES
ITB SOLICITATION INSTRUCTIONS**

1. INTRODUCTION

1.1. SOLICITATION TITLE

Cleaning Services Roberts Building

1.2. INVITATION TO BID (ITB) SOLICITATION NUMBER

DCF ITB 2425 076

1.3. TIMELINE

The table below contains the official Timeline for this Solicitation (all times are Eastern Time). Dates and times notated with “Anticipated”, are subject to change. It is the responsibility of the Respondent to check for any changes on the Department of Management Services’ (DMS) Vendor Information Portal (VIP).

ACTIVITY	DATE	TIME	ADDRESS
Solicitation Issued	March 25, 2026	N/A	https://vendor.myfloridamarketplace.com/
Mandatory On-site Pre-Solicitation Conference	April 23, 2026	10:00 AM	Address: Roberts Building 5920 Arlington Expressway Jacksonville, Florida 32211 See Section 2.4
Receipt of Written Questions Due Date	April 30, 2026	2:00 PM	See Section 1.4
Anticipated Date for Department’s Answers to Written Questions	May 14, 2026	N/A	See Section 1.4
Response Due Date	May 28, 2026	10:00 AM	See Section 1.4
Response Opening (Public Meeting)	May 28, 2026	2:00 PM	Please join my meeting from your computer, tablet or smartphone. https://meet.goto.com/654295517 You can also dial in using your phone. Access Code: 654-295-517 United States: +1 (872) 240-3212
Anticipated Posting of Notice of Intent to Award	June 15, 2026	N/A	https://vendor.myfloridamarketplace.com/
Anticipated Contract Start Date	July 1, 2026	N/A	N/A

1.4. PROCUREMENT OFFICER

The Procurement Officer is the sole point of contact for this Solicitation, except for protests (see **Section 2.7**).

Joseph Ruis
Procurement Officer
Joseph.Ruis@myflfamilies.com and
hqw.procurement.team.activities@myflfamilies.com

ALL EMAILS TO THE PROCUREMENT OFFICER MUST CONTAIN THE SOLICITATION NUMBER IN THE SUBJECT LINE OF THE EMAIL.

1.5. PURPOSE

In accordance with Chapter 287, Florida Statutes (F.S.), the State of Florida, Department of Children and Families (Department), issues this Solicitation to select a Respondent(s) to provide custodial services for the Roberts Building (Northeast Region Headquarters) to maintain a clean, safe, and professional environment for staff and visitors. Services include nightly cleaning (primarily 7:00 p.m.–5:00 a.m., Monday–Friday) and daytime porter support (8:00 a.m.–5:00 p.m., Monday–Friday), with full staffing and coverage requirements as detailed in the **Purchase Order Scope of Work (PMT-57)**.

1.5.1. Definitions

Specific Terms related to this solicitation are defined as follows:

- 1.5.1.1. Add Alternate (Alt)**– Add alternates are additional items of work that may be awarded as part of the contract if the bids come within the budget specified in the contract.
- 1.5.1.2. Alternate Bid** – Alternate Bid means an amount stated in the Bid to be added to, replaced, or deducted from the amount of the Base Bid, if the corresponding change in Project scope or materials or methods of construction described in the solicitation is accepted.
- 1.5.1.3. Base Bid** – The sum stated in the Bid for which the Vendor offers to perform the work described in the solicitation. Work may be added or deleted from this Base Bid value for sums stated in the Alternate bids. Base Bids may be replaced with Alternate Bids.
- 1.5.1.4. Deduct Alternates** – are a way for the architect to build a form of controlled cost-cutting into his construction documents. Deduct alternates are discrete areas of the Project carved out and set aside as stand-alone objects to be priced by the contractor.

1.5.2. General and Building Contracts as a Prime Contractor

- 1.5.2.1.** No state-certified General or Building Contractor shall be precluded from responding for any specialty contract work, provided that the state-certified General or Building Contractor is proposing to use a specialty subcontractor which is:
 - 1.5.2.1.1.** State-certified in accordance with the Department’s qualification requirements;
 - 1.5.2.1.2.** Identified in the General or Building Contractor’s Response.

1.6. SCOPE OF WORK

The selected Respondent shall provide contractual services that meet the requirements of **Purchase Order Scope of Work (PMT-57)**. A Response to this Solicitation is an offer to provide the specified contractual services based upon the terms, conditions, and specifications set forth in this Solicitation. A Response does not become a Contract or Purchase Order with the Department unless, until, and to the extent a formal Agreement is executed by authorized representatives of the Department and the Respondent.

1.7. TERM

The anticipated start date of the resulting Contract is July 1, 2026. The anticipated duration of the Contract is 5 years. Renewal, if any, shall comply with §287.057(14), F.S.

1.8. SOLICITATION ORDER OF PRECEDENCE

In the event of a conflict between the documents included in this Solicitation, the conflict will be resolved in the following order of priority (highest to lowest):

- 1.8.1.** Addenda to Solicitation documents, if issued (in reverse order of issuance);
- 1.8.2.** [Purchase Order Scope of Work \(PMT-57\)](#);
- 1.8.3.** Purchase Order Terms and Conditions (PMT-47);
- 1.8.4.** This Solicitation and its attachments; and
- 1.8.5.** PUR 1001, General Instructions to Respondents.

1.9. COMMITMENT TO DIVERSITY

The State strongly supports its diverse business population through involving woman-, veteran-, and minority-owned business enterprises in the state's purchasing process. The Department strongly supports diversity in its procurements, and requests that all subcontracting opportunities afforded by this Solicitation be shared with certified woman-, veteran-, and minority-owned business enterprises. The award of subcontracts should reflect the vast array of citizens in the State. Respondents can search for certified businesses online at the Office of Supplier Diversity. Certified Vendor Directory or by contacting 850-487-0915 for information on certified businesses that may be considered for subcontracting opportunities. The Certified Vendor Directory is located at:

<https://vendor.myfloridamarketplace.com>. For questions about registering to identify your small business as a woman--, veteran--, or minority-owned small business, visit: https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd.

1.10. DEPARTMENT'S DISCRETION

1.10.1. Through this Solicitation, the Department seeks Responses from responsible and responsive Respondents, as defined in §§287.012(25)–(27), F.S. The Department intends to award to the responsible and responsive Respondent(s) submitting the lowest responsive bid. The Department will not accept any unrequested terms or conditions included in a Response; any such terms, whether submitted intentionally or inadvertently (including those in attachments), shall have no force or effect.

1.10.2. The Department reserves the right to:

- 1.10.2.1.** Determine whether a Respondent is responsible and/or responsive;
- 1.10.2.2.** Reject any Respondent whose submission, references, or current standing does not demonstrate the capability, integrity, or reliability to fully and faithfully perform the Contract requirements;
- 1.10.2.3.** Reject any Response deemed non-responsive for failure to meet any Solicitation requirements, specifications, terms, or conditions, or for failing to include required information or documentation;
- 1.10.2.4.** Waive minor irregularities if doing so is in the best interest of the State of Florida;
- 1.10.2.5.** Withdraw the Solicitation or reject all Responses at any time;
- 1.10.2.6.** Select more than one Respondent for the commodities or contractual services covered by this Solicitation;
- 1.10.2.7.** Award Contract(s) for a reduced scope of goods or services than originally solicited;
- 1.10.2.8.** Withdraw or amend any Notice of Intent to Award or Notice of Award.

1.10.3. DISCLAIMERS

1.10.3.1. In accordance with §287.05701, F.S., the Department is prohibited from requesting documentation, considering, or giving preference to, a Respondent's social, political, or ideological interests when determining if the Respondent is responsible.

1.10.3.2. The terms "Contract", "Agreement", and "Purchase Order" may be interchangeably used throughout this document, all related attachments, exhibits, and referenced documents. These terms collectively refer to the services, terms, and conditions to provide the goods and contracted services that meet the requirements of **Purchase Order Scope of Work (PMT-57)** between the Department and the selected Respondent.

2. SOLICITATION PROCESS

2.1. DMS FORMS

2.1.1. PUR 1001 is incorporated into this Solicitation by reference and is available at: https://www.dms.myflorida.com/content/download/2934/11780/PUR_1001_General_Instructions_to_Respondents.pdf.

2.1.2. All DMS State Purchasing (PUR) Forms referenced in this Solicitation and its attachments are available at: https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/state_purchasing_pur_forms.

2.2. COMMUNICATION

In accordance with §287.057(25) F.S., Respondents to this Solicitation or persons acting on their behalf may not contact, between the release of this Solicitation and the end of the 72-hour period following the agency posting the Notice of Intended Award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this Solicitation, except in writing to the Procurement Officer or as provided in this Solicitation. Violation of this provision may be grounds for rejecting a Response.

Any information received through an oral communication shall not be binding on the Department and shall not be relied upon by a Respondent. All emails to the Procurement Officer shall contain this Solicitation number and title in the subject line and be sent to both email addresses listed in **Section 1.4**.

2.3. WRITTEN QUESTIONS

All questions pertaining to this Solicitation shall be submitted in writing no later than the date and time specified for written questions in **Section 1.3**. All written questions shall be submitted via email to the Procurement Officer listed in **Section 1.4**, utilizing **Appendix IV: Vendor Questions (PMT-61)**. The Department may consider questions submitted in another format.

The Department's response to written questions will be posted to VIP as an addendum to this Solicitation.

2.4. PRE-SOLICITATION CONFERENCE

There will be a Mandatory Pre-Solicitation Conference held for this Solicitation. The Pre-Solicitation Conference is required for Respondents to attend before submitting a Response, to visit the site of the proposed work and become completely familiarized with the nature and extent of the work and any local conditions that may in any manner affect the work to be performed and the equipment, materials and labor required. Failure to attend will render the Response non-responsive and removed from consideration for award. The Pre-Solicitation Conference will be held at the time and date specified in **Section 1.3**. Questions regarding the Pre-Solicitation Conference shall be submitted via email to the

Procurement Officer listed in **Section 1.4**. The Department shall be only bound by written information that is contained within the solicitation documents, formally posted as an addendum, or a response to vendor submitted questions.

2.5. OFFICIAL NOTICES

All notices, decisions, intended decisions, addenda, and other matters relating to this Solicitation will be posted on VIP located at: <https://vendor.myfloridamarketplace.com/>

The Department reserves the right to modify this Solicitation by addenda. Addenda may modify any aspect of this Solicitation. It is the responsibility of Respondents to check VIP for addenda, notices of decisions, and other information or clarifications to this Solicitation. The Department bears no responsibility for any resulting impacts associated with a Respondent's failure to obtain the information made available.

2.6. PUBLIC OPENING

Responses shall be opened on the date, time and at the location indicated in **Section 1.3**. Respondents may, but are not required to, attend. Pursuant to §119.071(2), F.S., no other materials will be released. Any person requiring a special accommodation because of a disability must contact the Procurement Officer at least two business days prior to this Solicitation opening.

2.7. PROTESTS

Any protest concerning this Solicitation shall be made in accordance with §§120.57(3) and 287.042(2), F.S., and chapter 28-110, Florida Administrative Code (F.A.C.). Protest timeliness will be determined using the VIP posting time. Failure to file a protest within the time prescribed in §120.57(3), F.S., 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 under Chapter 120, F.S. Notices of Protest must be filed with the Clerk of Agency Proceedings (Agency.Clerk@myflfamilies.com)

2.8. EQUAL BIDS

In the event the Department receives Responses that are equal with respect to price, quality, and service, the Department will award based on the information provided by the Respondent in the tie-breaking certification section of **Appendix II: Technical Response (PMT-59)**.

2.9. BASIS FOR AWARD

2.9.1. The Department intends to award to the responsible and responsive Respondent(s) who submit the lowest responsive bid. The Department may deem one or more Respondent ineligible for award due to non-responsibility or non-responsiveness. The Department will electronically post the intent to award in accordance with §120.57(3)(a), F.S. and Rule 60A-1.021, F.A.C. The Department reserves the right to not make an award under this Solicitation, as determined to be in the best interest of the State.

2.9.2. Alternatives

If the Department wishes to learn the relative or additional construction cost of an alternative method of construction, an alternative use or type of material or an increase or decrease in scope of the Project, these items will be defined as alternates and will be specifically described by the Contract. Alternates shall be provided in a manner that clearly indicates what sums will be added to or deducted from the Base Bid.

2.10. REQUIREMENTS FOLLOWING AWARD

2.10.1. REGISTRATION WITH THE FLORIDA DEPARTMENT OF STATE

If awarded a Contract, the Respondent shall provide a PDF file of its current and active registration with

the Florida Department of State prior to execution of a Contract or, if exempt from registration, a statement to that effect noting the basis for the exemption. Respondents should note that foreign entities are required to obtain a Florida Certificate of Authorization pursuant to applicable Florida Statutes from the Florida Department of State, Division of Corporations, to transact business in the State of Florida. For additional information, visit: <https://dos.myflorida.com/sunbiz/>.

2.10.2. FLORIDA SUBSTITUTE FORM W-9

It is the responsibility of the awarded Respondent to complete a Florida Substitute Form W-9 prior to execution of a Contract. The Internal Revenue Service receives and validates the information provided on the Florida Substitute Form W-9. For instructions on how to complete the Florida Substitute Form W-9, visit: <https://flvendor.myfloridacfo.com/>.

2.11. RESULTING CONTRACT

The contracting document resulting from this Solicitation will be substantially similar to the draft contracting document included with this Solicitation as **Purchase Order Terms and Conditions (PMT-47)**. By submitting a Response, the Respondent confirms its willingness to enter into a Contract with the Department containing the terms and conditions or substantially similar terms.

3. RESPONDING TO THE SOLICITATION

3.1. MANDATORY RESPONSE REQUIREMENTS

Respondents shall complete and submit the following documents:

- 3.1.1.** Appendix I: Required Certifications (PMT-58),
- 3.1.2.** Appendix II: Technical Response (PMT-59), and
- 3.1.3.** Appendix III: Cost Proposal (PMT-60).

3.2. RESPONSE DUE DATE

Responses shall be submitted to the Department electronically to the Procurement Officer via both email addresses listed in **Section 1.4**. Responses must be received by the Procurement Officer not later than the date and time specified in **Section 1.3**. Responsibility for timely delivery rests with the Respondent. Respondents should fully acquaint themselves with all aspects of this Solicitation to ensure the work is performed in accordance with the terms and conditions herein.

3.3. RESPONSE FORMAT

Use the documents listed in **Section 3.1** to respond to this Solicitation. Figures, charts, and tables should be numbered and referenced by number in the text. Attachments may be combined with the Response or included as separate attachments.

3.4. CONFLICTS OF INTEREST

3.4.1. The Department may not proceed with a Contract award if a conflict of interest exists as a result of the Respondent gaining an unfair competitive advantage. Utilizing **Appendix I: Required Certifications (PMT-58)**, the Respondent certifies it has not gained an unfair competitive advantage and is eligible to submit a Response to this Solicitation. In accordance with §287.057(19)(b)1., F.S., an unfair competitive advantage exists if a Respondent has ever had access to the following:

3.4.1.1. Information that is not available to the public and would assist the Respondent in obtaining a Contract; or

3.4.1.2. Source selection information that is relevant to the Contract but not available to all competitors.

3.4.2. This Solicitation is subject to Chapter 112, F.S. Utilizing **Appendix II: Technical Response**

(PMT-59), Respondents shall disclose the name of any officer, director, employee or other agent who is also an employee of the State. Respondents shall also disclose the name of any State employee who owns, directly or indirectly, an interest of five percent or more in the Respondent or its affiliates.

3.5. TRADE NAMES

3.5.1. Brand name(s) and/or catalog number(s) are given for purposes of identification and to denote the standard of quality desired, and do not, in any way, restrict Respondents to a specific make and manufacturer. All substitutions must be functionally equivalent to the item specified. The Respondent shall demonstrate comparability, including appropriate catalog materials, literature, specifications, test data, etc.

3.5.2. Unless otherwise noted, the specifications for the brand notated are the general specifications with no added options or accessories. After the Contract is executed, other equipment materials, etc., as manufactured by other manufacturers may be accepted only upon Department approval. The proposed substitution must be equivalent in quality and workmanship and will perform its intended purpose satisfactorily.

3.6. TRADE SECRETS AND RESPONDENT CLAIMS

3.6.1. HOW TO CLAIM TRADE SECRET PROTECTION

Article 1, section 24, Florida Constitution, guarantees every person access to all public records, and §119.011, F.S., provides a broad definition of “public record.” As such, the entirety of the Response is public record and is subject to disclosure unless exempt from disclosure by law. The Department defines “confidential information” as information that is trade secret as defined in §688.002, F.S., or otherwise confidential or exempt from disclosure under Florida or federal law.

If the Respondent considers any portion of the Response to be confidential information, the Respondent shall then submit two copies of the Response. In both copies, any portion of the Response considered confidential information shall be clearly labeled within the text of the Response as “CONFIDENTIAL”. For each portion of the Response that is labeled “CONFIDENTIAL”, the Respondent shall provide a written statement of the basis for exemption applicable to each provision identified by the Respondent as “confidential”, including citation to a protection created by statute, and state with particularity the reasons the provision is confidential.

The original copy shall be unredacted and labeled on the cover of the Response as “Confidential Copy”. The redacted copy shall redact all the confidential information and be labeled on the cover of the Response as “Redacted Copy”.

3.6.2. DEPARTMENT NOT OBLIGATED TO DEFEND RESPONDENT CLAIMS

The Department is not obligated to agree with or defend any Respondent claim of exemption from inspection and copying under Florida’s Public Records Law. The Respondent is responsible for defending such claims. By submitting a Response, the Respondent agrees to protect, defend, and indemnify the Department for all claims arising from or relating to the Respondent’s determination that the redacted portions of its Response are confidential information. If a Respondent fails to submit a Redacted Copy in accordance with this Solicitation, the Department is authorized to produce the entire material submitted to the Department in response to a demand for discovery or disclosure of these records or a public records request.

3.6.3. Notice to Vendors – Prohibition on Social, Political, or Ideological Considerations

Pursuant to §287.05701, Florida Statutes, the awarding body may not request documentation of or consider a vendor’s social, political, or ideological interests when determining if the Vendor is a responsible Vendor, nor give preference based on such interests.

3.7. FIRM RESPONSE

The Department intends to make an award in accordance with **Section 1.3**. The Response shall remain firm until the Department enters into a Contract or the Department receives written notice from the Respondent that the Response is withdrawn.

3.8. RESPONSE WITHDRAWAL AND AMENDMENT

Respondents may withdraw, or withdraw and replace, previously submitted Responses on or before the date and time specified in **Section 1.3** for the Response Due Date.

4. SOLICITATION ATTACHMENTS

The following documents are included as attachments to this Solicitation:

- 4.1.** Purchase Order Terms and Conditions (PMT-47)
- 4.2.** Purchase Order Scope of Work (PMT-57)
- 4.3.** Appendix I: Required Certifications (PMT-58)
- 4.4.** Appendix II: Technical Response (PMT-59)
- 4.5.** Appendix III: Cost Proposal (PMT-60)
- 4.6.** Appendix IV: Vendor Questions (PMT-61)

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