



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

June 10, 2026

Solicitation No.: **DJJ ITB 26/27 006**

Number of Addenda as of above date: None

Item(s) of Bid: Janitorial Services – Collier County

Commodity Code(s): 72101507 & 72101508

Date and time due: July 16, 2026

The solicitation documents you received are subject to change. After the proposer receives the initial email notification of a solicitation from the Vendor Information Portal (VIP) and decides to submit a response, it is important that proposers continually monitor the VIP for any changes to this solicitation. REGISTRATION WITH THE STATE OF FLORIDA IS NOT A REQUIREMENT TO SUBMIT A PROPOSAL FOR THIS ITB, BUT TO DO BUSINESS WITH THE STATE OF FLORIDA, REGISTRATION IN MYFLORIDAMARKETPLACE (MFMP) WITH A VALID FLORIDA W9 IS REQUIRED. Complete written replies are acceptable via US Mail, private courier service, or hand-delivery to:

Department of Juvenile Justice
Attn: Carol Walters
Alexander Building – Purchasing - Procurement
2737 Centerview Drive, Suite 1400
Tallahassee, Florida 32399-3100

Each Proposer MUST provide the below contact information:

Company Name: _____ Contact: _____

Address: _____

City, State & Zip: _____

Email: _____

Telephone: _____

Fax No.: _____

Signed: _____ Date: _____

For further information on this process, you may contact Carol Walters at (850) 756-8117. To receive information on DJJ solicitations 24 hours a day, 7 days a week, visit the Vendor Information Portal (VIP) at <https://www.myflorida.com/apps/vbs/vbs> [www.search r2.criteria form](https://www.myflorida.com/apps/vbs/vbs)

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SECTION 1 - DEFINITIONS

The following terms used in this Invitation to Bid ("ITB"), unless the context otherwise clearly requires a different construction and interpretation, have the following meanings:

- 1.1 Breach of Contract:** A failure of the Contractor(s) to perform in accordance with the terms and conditions of the Contract which may result from this ITB.
- 1.2 Contract:** The agreement that results from this ITB between the winning Bidder(s) and the Department.
- 1.3 Contractor(s):** The organization or individual providing services to the Department in accordance with the terms of the Contract that results from this ITB.
- 1.4 Department:** The Florida Department of Juvenile Justice.
- 1.5 DJJ:** Department of Juvenile Justice.
- 1.6 Desirable Conditions:** The use of the words should or may in this ITB indicate desirable attributes or conditions but are permissive in nature. Deviation from, or omission of, such a desirable feature, will not in itself cause rejection of a proposal.
- 1.7 Material Deviations:** The Department has established certain requirements with respect to bids to be submitted by bidders. The use of shall, must or will (except to indicate simple futurity) in this ITB indicates a requirement or condition which may not be waived by the Department except where the deviation therefrom is not material. A deviation is material if, in the Department's sole discretion, the deficient response is not insubstantial accord with this ITB's requirements, provides an advantage to one bidder over other bidders, has a potentially significant effect on the quantity or quality of items bid, or on the cost to the Department. Material deviations cannot be waived and shall be the basis for rejection of a bid.
- 1.8 Minor Irregularity:** A variation from the ITB terms and conditions which does not affect the price of the bid or give the bidder an advantage or benefit not enjoyed by the other bidders or does not adversely impact the interests of the Department.
- 1.9 Number of Verbs or Nouns:** Throughout this solicitation, the singular may be read as the plural and the plural as the singular.
- 1.10 Packing:** Tangible product shall be securely and properly packed for shipment, storage, and stocking in appropriate, clearly labeled, shipping containers and according to accepted commercial practice, without extra charge for packing materials, cases or other types of containers.
- 1.11 P-Card:** Refers to the State of Florida's purchasing card program, using the Visa platform.

- 1.12 Proposer:** Any firm or person who submits a proposal to the Department in response to this solicitation.
- 1.13 Proposal:** All information and materials submitted by a proposer in response to this solicitation.
- 1.14 Purchase Order:** An electronic order issued via the MyFloridaMarketPlace eProcurement system. See PUR 1000, paragraph 2.
- 1.15 Responsible Vendor:** A vendor who has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance.
- 1.16 Responsive Bid:** A bid, submitted by a responsive and responsible vendor that conforms in all material respects to the solicitation.
- 1.17 State:** State shall be synonymous with the Department of Juvenile Justice.
- 1.18 Subcontractor(s):** Any person other than an employee of the Contractor(s) who performs any of the services listed in this solicitation for compensation paid by the Contractor(s).
- 1.19 Vendor, Offeror and Bidder:** A legally qualified corporation, partnership or other entity submitting a bid to the Department pursuant to this ITB.
- 1.20 Winning or Successful Bidder:** The corporation, partnership, business or entity submitting the lowest responsive bid, meeting all requirements of the Department's ITB.

GENERAL CONTRACT CONDITIONS (PUR 1000)

The General Contract Conditions are outlined in PUR 1000, which is a downloadable document incorporated in this bid by reference. There is no need to return this document with the bid response.

<http://dms.myflorida.com/content/download/2933/11777>

GENERAL INSTRUCTIONS TO RESPONDENTS (PUR 1001)

The General Instructions to Respondents are outlined in PUR 1001, which is a downloadable document incorporated in this bid by reference. There is no need to return this document with the bid response.

<http://dms.myflorida.com/content/download/2934/11780>

SECTION 2 - INTRODUCTION

2.1 Statement of Purpose:

The purpose of this Invitation to Bid (ITB) is to secure janitorial services from qualified vendors for our Detention Center located in Collier County. The space to be serviced is 26,482 square feet and is located at 3351 E Tamiami Trail Naples, FL 34112. Contract(s) resulting from this ITB would be for a period of three (3) years starting August 1, 2026, through July 30, 2028.

May

2.2 Contract:

This solicitation may be awarded to one or multiple vendors considered by the Department to be most advantageous or to constitute its best interest. On the price sheet(s) (Attachment 6), bidders shall provide a monthly cost for the services described in the Scope of Work (Attachment 5). This contract shall be accomplished through issuance of MyFloridaMarketPlace (MFMP) contract(s) and purchase order(s).

2.3 Cooperative Purchasing:

Pursuant to their own governing laws, and subject to the agreement of the Contractor(s), other governmental entities may be permitted to make purchases in accordance with the terms and conditions contained herein. The Department shall not be a party to any transaction between the Contractor(s) and any other purchaser.

As provided in Section 287.042(16), Florida Statutes, other state agencies may purchase from the resulting contract, provided that the Department of Management Services has determined that the contract's use is cost-effective and in the best interest of the State. Upon such approval, the Contractor(s) may, at its discretion, sell these commodities or services to additional agencies, upon the terms and conditions contained herein.

SECTION 3 – SCOPE OF WORK / DELIVERABLES

3.1 Specifications:

The Contractor(s) shall provide janitorial services to the Detention Center. The space to be cleaned is 26,482 square feet.

The Contractor(s) shall provide janitorial services at the above location in accordance with the Schedule of Services / Deliverables in this Section. The Department reserves the right to modify the schedule if it is deemed necessary for the safety and well-being of the youth and employees in the Detention office.

The Contractor(s) shall work in collaboration with all Detention tenants to ensure minimal disruption of business activities. The Contractor(s) shall provide a customized cleaning to fit the specific needs of the Detention office in accordance with the schedule in this Section.

3.2 Contractor(s) Responsibilities:

The Contractor(s) shall be responsible for the actions of their employees and shall employ only documented qualified operators and personnel who are skilled in the performance of janitorial work and able to effectively communicate with staff on site. A signed statement from the Contractor(s) to the Chief Detention Officer shall approve the customized schedule.

Any licenses, insurance, bonds, or permits shall be maintained by the Contractor(s) throughout the duration of the Contract.

The Contractor(s) shall furnish all labor, equipment, supplies, and materials necessary to satisfactorily perform the services. These items shall remain onsite at all times.

The supplies, materials, and equipment shall include, but not be limited to:

- a. Toilet paper
- b. Hand towels
- c. Hand soap and soap dispensers
- d. Air fresheners and deodorizers
- e. All necessary cleaning solutions
- f. Cleaning chemicals
- g. Cleaning rags
- h. Mops and buckets
- i. Brooms and brushes
- j. Floor pads
- k. Sponges and squeegees
- l. Carts
- m. Vacuum/floor machines

- n. Floor and carpet care products
- o. Waste receptacles
- p. Plastic trash can liners used for trash containers in the facility

3.3 Schedule of Services:

The Contractor(s) shall provide janitorial services as outlined in the Contract for the Detention Centers three (3) days a week, Monday, Wednesday, and Friday, are the preferred days, once the per selected days are chosen. Fifty-two (52) weeks a year. Excluding storm closures or national emergencies. The Contractor shall coordinate with the facility superintendent to schedule a time for the services. The schedule will be attached to the purchase order in MFMP.

Services shall be provided (if it's a scheduled workday for cleaning) on the following State holidays: New Year's Day, Birthday of Dr. Martin Luther King, Jr., Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

Services shall be documented on a daily log that is verified by an onsite staff member and submitted with the invoice.

Thirty – three (33) youth restrooms and three (3) Mod restrooms shall be deep cleaned every three (3) months.

Custodial services:

3.4 Service Tasks:

The Contractor shall perform the following cleaning tasks in each area for the duration of the Contract:

OFFICES/SUITES
Empty waste containers and change liner and wipe out the inside and outside of the container.
Dust and wipe clean all furniture, file cabinets,
Wipe clean and sanitize the furniture (chairs, door handles).
Spot clean doors, doorframes, door windows and light switches
Damp mop tile and ceramic floors
Vacuum carpets
Clean cobwebs sweep ceiling and walls
RESTROOMS
Clean and disinfect all toilet seats
Clean and polish all mirrors
Clean and sanitize stalls, partitions, shelves, basins, commodes, and urinals
Damp mop tile floors

Empty and wipe off waste container dispensers, change liner, and wipe out the inside and outside of the container.
Replenish hand soap, towels, tissue
Spray a mild, fragrant spray
Admin/Lobby areas
Vacuum all carpets
Clean glass entrance doors in/out
Clean glass inserts of wooden doors
Spot clean horizontal surfaces and walls
Clean reception/master control glass
Empty garbage cans and replace liner and wipe out the inside and outside of the container.
Buff all floors as needed
Strip and wax floors as needed
Shampoo all carpeted areas and rugs as needed.
Youth and Mod Restrooms
Deep clean and sanitize shower walls, sinks and fixtures
Clean and sanitize commodes
Damp mop floors
Cobweb sweep ceiling and walls
Sanitize all door handles
Wipe down light fixtures and all hardware
Empty waste container, change liner, and wipe out the inside and outside of the container

3.5 Definitions pertaining to janitorial services:

- a. **Clean** is hereby defined as free from dirt, stain, and impurities or unsoiled.
- b. **Polish** is hereby defined as to make a surface smooth and shiny by rubbing or chemical action.
- c. **Sanitize** is hereby defined as making a surface or an item clean and disinfected with a cleaning device or cloth that is not used for other purposes (to prevent cross contamination).
- d. **Disinfected** is hereby defined as cleanse, so as to destroy or prevent the growth of disease-carrying microorganisms.
- e. **Damp** is hereby defined as making a rag or a mop slightly wet.
- f. **All other areas** are hereby defined as those areas that are used by staff, provider agencies, community partners, youth, and visitors. These areas include, but are not limited to: the secure area, control room, lobby, waiting rooms, conference rooms, video teleconference (VTC) room, release hallway for youth, vending, and lunch areas.

3.6 Deliverables:

The Contractor shall submit a monthly invoice with sufficient documentation to fully justify payment for the number of days of janitorial service performed at the Collier County, Detention Center for reimbursement. A properly prepared invoice shall be

submitted directly to the Chief Officer at the facility within ten (10) working days following the end of the month for which services were rendered. Payment of the invoice shall be pursuant to s. 55.03(1), Florida Statutes. A vendor ombudsman established within the Department of Financial Services may be contacted if a Contractor is experiencing problems in obtaining timely payment(s) from a State of Florida agency. The vendor ombudsman may be contacted at 1-800-848-3792.

Invoice details must include what constitutes a janitorial service. Payment must be made by receipt of listed deliverables.

Contract Managers and Notices - Listed below are the Contract Managers for the respective parties. All matters shall be directed to the Contract Managers for appropriate action or disposition. All notices shall be delivered to the parties at the following addresses:

Contractor
TBD

Department

Department of Juvenile Justice

After execution of this Contract, any changes in the information contained in this section will be provided to the other party in writing and shall be sent by United States Postal Service or other delivery service with proof of delivery. A copy of the written notification shall be maintained in the official Contract record. All notices required by this Contract or other communication regarding this Contract shall be sent by United States Postal Service or other delivery services with proof of delivery.

Inspection and Acceptance - The Department will evaluate the Contractor's services to determine if the Contractor is meeting satisfactory levels of performance pursuant to the terms of the Contract. The Contractor shall meet all satisfactory levels of performance pursuant to the terms and conditions of the contract. If the Contractor fails to meet the established minimum thresholds, such failure may cause the Department to withhold payment or cancel the Contractor's contract unless the Contractor corrects the deficiencies within the allotted time provided in the correction letter issued by the Department.

3.7 Outcome Measures:

The Contractor through the term of the Contract shall document weekly compliance with the janitorial schedule, through submission of each week's schedule to the Chief Officer, verifying that the janitorial services have been completed. This documentation shall be attached with the monthly invoices and shall be available for inspection by Departmental staff upon request.

- a. 100% of the offices and suites shall be cleaned as outlined in Section 3.
- b. 100% of the restrooms shall be cleaned as outlined in Section 3.
- c. 100% of the common areas shall be cleaned as outlined in Section 3.

- d. 100% of the waste containers shall be emptied and the liners changed daily.
- e. 100% of the carpets shall be vacuumed daily.

3.8 Contract Modifications:

During the term of the Contract, any modifications must be agreed upon by both the Department and the Contractor. Adding or deleting services may be accomplished by letter or email from the Contract Manager or designee and does not require a formal contract amendment. The parties agree to renegotiate this Contract to comply with any applicable current or revised state laws, regulations, or increases/decreases in allocations making any changes in the Contract(s) necessary. Any changes to provisions of this Contract, other than services already agreed upon, shall only be valid through execution of a formal written contract amendment signed by both parties.

SECTION 4 - PROCUREMENT RULES AND INFORMATION

4.1 Procurement Officer:

From the date this ITB is issued until a notice of intended award, or rejection of all bids or other notice is made, no contact related to the ITB will be allowed between a bidder and any Department staff, with the exception of the Procurement Officers or designee. Proposers shall not contact any other employee of the Department or the State for information with respect to this solicitation. Any unauthorized contact may disqualify the proposer from further consideration. All questions and requests for clarification outside the above referenced meetings are to be directed to:

Carol Walters, Procurement Officer
2737 Centerview Drive, Alexander Bldg., Suite, 1400
Tallahassee, Florida 32399-3100
Telephone: (850) 756-8117
E-mail address: Carol.Walters@fldjj.gov

Pursuant to Section 287.057(23), Florida Statutes, Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the seventy-two (72) hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and State holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Any person requiring special accommodations in responding to this solicitation because of a disability should call the Bureau of General Services, Purchasing Section at (850) 756-8117 at least five (5) days prior to any solicitation opening or meeting. If you are hearing or speech impaired, please contact the Bureau of Procurement and Supply by using the Florida Relay Service, which can be reached at 1-800-955-8771 (TDD). Questions will only be accepted if submitted in writing and received on or before the date and time specified for that purpose in the Timeline (Section 4.2). Responses will be posted on the Vendor(s) Information Portal (VIP) by the date referenced in the Timeline (Section 4.2).

4.2 Timeline:

The following time schedule will be strictly adhered to in all actions related to this solicitation, unless modified by the Department by addendum to this solicitation.

Activity	Date	Time
Solicitation advertised and released on VIP:	June 15, 2026	2:00 p.m. EST
Written questions must be received in writing via email. No questions after this date	June 26, 2026	4:00 p.m. EST
Department's response to questions:	July 6, 2026	4:00 p.m. EST
Sealed bid must be received by the Department:	July 16, 2026	1:00 p.m. EST
*Bid Opening:	July 16, 2026	2:00 p.m. EST
Anticipated posting of intent to award:	July 24, 2026	5:00 p.m. EST
Anticipated effective date of contract:	August 1, 2026	

***All meetings noted with an asterisk (*) are public meetings and will Not be presented via teleconferencing.**

4.3 Procurement Rules:

4.3.1 My Florida Market Place (MFMP):

In 2003, the State of Florida implemented an online e-procurement system called MyFloridaMarketPlace (MFMP) through which all orders are issued and distributed via e-mail or facsimile (fax) machine. The method of automatic distribution is selected by the vendor(s) during the registration process. Therefore, before doing business with any state agency, vendor(s) must register in this system online at:

<https://vendor.myfloridamarketplace.com/vms-web/spring/login?execution=e1s1>.

Vendor(s) needing assistance with the registration process may call 1-866-352-3776. For information regarding the fees for this service, please refer to Section 7.5.1.

4.3.2 Submission of Bids:

NOTE: This Department does not accept electronic submission of responses. Each bid shall be prepared simply and economically, providing a straightforward, concise delineation of the bidder's capabilities to satisfy the requirements of this ITB. Elaborate bindings, colored displays, and promotional material are not desired. Emphasis in each bid must be on completeness and clarity of content. In order to expedite the review of bids,

it is essential that bidders follow the format and instructions contained in the Bid Submission Requirements (Section 5), with emphasis on the Mandatory Responsiveness Requirements.

The Department will not consider any extraneous terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bid response. In submitting its bid, a bidder agrees that any such additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect.

Bids are due at the time and date specified in the Timeline (Section 4.2)

TO the following address:

**Department of Juvenile Justice,
Procurement Office
2737 Centerview Drive
Alexander Building, Suite 1400,
Tallahassee, Florida 32399-3100**

submitted to the attention of the Procurement Officer at the address listed in (Section 4.1). Bids received late will not be considered. No Department staff will incur responsibility for the inadvertent opening of a bid not properly sealed, addressed, or identified.

Before award, the Department reserves the right to seek clarifications or request any information deemed necessary for proper review of submissions from any bidder deemed eligible for Contract award. Failure to provide requested information may result in rejection of the response.

4.3.3 Bid Opening:

Bids will be publicly opened at the time and date specified in the "Timeline" (Section 4.2). The name of all bidders submitting bids shall be made available to interested parties upon written request to the Procurement Officer listed in (Section 4.1). **Bid opening will not be done by way of a virtual meeting using Microsoft Teams. All bidders who will be attending the bid opening should notify the Procurement Officer(s) of their plan to attend 24 hours in advance.**

4.3.4 Costs of Preparing Bid:

The Department is not liable for any costs incurred by a bidder responding to this ITB, including those for oral presentations, if applicable.

4.3.5 Disposal of Bids:

All bids become the property of the State of Florida and will be a matter of public record subject to the provisions of Chapter 119, Florida Statutes.

4.3.6 Bid Rules for Withdrawal:

A submitted bid may be withdrawn by submitting a written request for its withdrawal to the Department, signed by an authorized representative of the bidder, within seventy-two (72) hours after the bid due date indicated in the Timeline.

Any submitted bid that has not been properly withdrawn shall remain a valid bid for twelve (12) months after the bid opening date.

4.3.7 Rejection of Bids:

The Department shall reject any and all bids containing material deviations. In determining whether a bid contains a material deviation or a minor irregularity, the Department will use the definitions of those terms set forth in (Sections 1.7 and 1.8).

4.3.7.1 Material Deviations:

The Department has established certain requirements with respect to bids to be submitted by bidders. The use of shall, must or will (except to indicate simple futurity) in this ITB indicates a requirement or condition that may not be waived by the Department except where the deviation therefrom is not material. A deviation is material if, in the Department's sole discretion, the deficient response is not in substantial accord with this ITB's requirements, provides an advantage to one bidder over other bidders, has a potentially significant effect on the quantity or quality of items bid, or on the cost to the Department. Material deviations cannot be waived and shall be the basis for rejection of a bid.

4.3.7.2 Minor Irregularities:

A variation from the ITB terms and conditions that does not affect the price of the bid or give the bidder an advantage or benefit not enjoyed by the other bidders or does not adversely impact the interests of the Department.

4.3.8 Bid Inquiries:

The bidder shall examine this ITB to determine if the Department's requirements are clearly stated. If there are any requirements that restrict competition, the bidder may request in writing to the Department that the specifications be changed. The bidder who requests changes to the Department's specifications must identify and describe the bidder's difficulty

in meeting the Department's specifications, must provide detailed justification for a change, and must recommend changes to the specifications. Requests for changes to this ITB must be received by the Department no later than the date shown for written inquiries in the Timeline (Section 2.3).

A bidder's failure to request changes by the date described above shall be considered to constitute bidder's acceptance of Department's specifications. The Department shall determine what changes to this ITB shall be acceptable to the Department. If required, the Department shall issue an addendum reflecting the acceptable changes to this ITB and post it as stated in (Section 5.3) in order that all bidders shall be given the opportunity of proposing to the same specifications.

Any inquiries from bidders concerning this ITB shall be submitted in writing, identifying the submitter to the Procurement Officer identified in (Section 4.1) of this ITB and must be received no later than the date and time specified in (Section 4.2). Email inquiries are preferred with the bidder following up by mailing a hard copy. It is the responsibility of the bidder to confirm receipt of emailed and mailed inquiries.

4.3.9 Cost Discussions:

Any discussion by the bidder with any employee or authorized representative of the Department involving cost information occurring prior to bid opening or notice of recommended award, or notice of rejection of all bids, will result in rejection of said bidder's proposal.

4.3.10 Verbal Instructions:

No negotiations, decisions, or actions shall be initiated or executed by the Contractor(s) as a result of any discussions with any Department employee. Only those communications that are in writing from the Department's staff identified in (Section 4.1) of this ITB shall be considered a duly authorized expression on behalf of the Department. Only communications from the Contractor's representative, which is in writing and signed, will be recognized by the Department as duly authorized expressions on behalf of the Contractor(s).

4.3.11 No Prior Involvement and Conflicts of Interest:

The Contractor(s) shall not compensate in any manner, directly or indirectly, any officer, agent, or employee of the Department for any act or service that he/she may do, or perform for, or on behalf of, any officer, agent, or employee of the Contractor(s). No officer, agent, or employee of the Department shall have any interest, directly or indirectly, in any contract or purchase made, or

authorized to be made by anyone for, or on behalf of, the Department or the State of Florida.

The Contractor(s) shall have no interest and shall not acquire any interest that shall conflict in any manner or degree with the performance of the services required under this Contract.

4.3.12 Department of State Licensing Requirements:

All entities defined under Chapters 607, 617, or 620, Florida Statutes, seeking to do business with the Department, shall be on file and in good standing with the Florida Department of State.

4.3.13 Minority/Women/and Service-Disabled Veterans:

Bidders are encouraged to seek the participation of Certified Minority Business Enterprises (CMBE's). Please identify each CMBE that will participate in the Contract and the nature of the participation. To find a certified minority vendor(s) (CMBE) or learn about the Mentor Protege Program, go to the Office of Supplier Diversity's webpage at <http://osd.dms.state.fl.us>.

4.3.14 Public Entity Crimes:

A person or affiliate who has been placed on the Convicted Contractor(s) List following a conviction for a public entity crime may not submit a bid or proposal to provide any goods or services to a public entity, may not submit a bid or proposal to a public entity for the construction or repair of a public building or public work, may not submit bids or proposals for leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of thirty-six (36) months from the date of being placed on the Convicted Contractor(s) List.

4.3.15 Discriminatory Vendor(s) List:

An entity or affiliate who has been placed on the Discriminatory Vendors List may not submit a bid or contract to provide goods or services to a public entity, may not submit a bid or contract with a public entity for the construction or repair of a public building or public work, may not submit bids or contracts on leases of real property to a public entity, may not perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.

4.3.16 Unauthorized Employment of Alien Workers:

The Department does not intend to award publicly funded contracts to those who knowingly employ unauthorized alien workers, constituting a violation of the employment provisions as determined pursuant to Section 274A of the Immigration and Nationality Act.

4.3.17 Utilization of E-Verify:

As required by State of Florida Executive Order Number 11-116, the successful bidder is required to utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons that they employ during the contract term to perform employment duties within Florida, as well as persons (including Subcontractor(s) assigned by the Contractor(s) to perform work or provide services pursuant to their contract with the Department. Refer to <http://www.uscis.gov/e-verify> for more information.

4.3.18 Filing Notices of Intent to Protest or Formal Protest:

See PUR 1001, Paragraph 20. Any person who files a formal written protest shall, at the time of filing the formal written protest, post a bond as set forth in Section 287.042(2)(c), Florida Statutes.

Under Section 120.57(3), F.S. any person who is adversely affected by the agency decision or intended decision shall file a notice of protest or formal written protest with the Department's Agency Clerk.

**The Department of Juvenile Justice
General Counsel
2737 Centerview Drive
Knight Building, Suite 3200
Marie Riou, Agency Clerk
Phone: 850-717-2446.**

SECTION 5 - BID FORMAT AND CONTENTS

This section contains instructions that describe the required format for the submitted bid.

Bids shall be submitted in a sealed envelope, clearly marked with the following written on the outside of the package.

"Bid No. DJJ ITB 25/26 006 Janitorial Services- Collier County."

Bidpackage should include:

One (1) original copy, and three (3) copies clearly marked.

There is no intent to limit the content of the response. Additional information deemed appropriate by the bidder may be included. However, cluttering the bid with irrelevant material makes the review more difficult. The following paragraphs contain instructions that describe the required format for bid responses.

5.1 Responsiveness Requirements:

The following terms, conditions, or requirements must be met by the bidder to be responsive to this ITB. Failure to meet these responsiveness requirements may cause rejection of the bid

Bidder shall complete and return the ITB Bid List Registration Form (Page 1 of this ITB) with an original signature of a duly authorized representative. The bidder shall initial all pages of the ITB to confirm full understanding and agreement.

The bidder shall complete, sign, date, and return (all) pricing pages entitled Janitorial Services Price Sheet(s) (Attachment 4). By submitting a bid under this ITB, each Bidder warrants its agreement to the prices submitted. The Department objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Any qualifications, counter offers, deviations, or challenges may render the bid nonresponsive.

The bidder shall also provide a company profile for evaluation to include the following: company history, markets served, financial strength and stability, years in business, and location of business. In addition, the bidder shall provide three references for contracted customers of similar size and scope (Attachment 6). Reference(s) should identify the type of services provided by the bidder (which should be directly relevant to the type of services in the ITB), dates the bidder provided such services, the firm/agency name of the entity for which the bidder provided services, and the reference signer's current telephone number and address.

SECTION 6 - AWARD OF CONTRACT

The Department reserves the right to award to multiple or single vendor(s) on an **“all or none” basis**.

6.1 Posting of Recommended Award:

The notice of intended award(s) will be posted on or about the date shown in the "Timeline" (Section 2.3) and will remain posted for a period of seventy-two (72) hours. Saturdays, Sundays, and State holidays shall be excluded in the

computation of the seventy-two (72) hour time period. Posting will be made available on the Vendor Information Portal (VIP) at:
[MYFLORIDAMARKETPLACE VENDOR INFORMATION PORTAL](#).

6.2 Price Determination: Basis of Award:

A single award shall be made to the responsive bidder offering the lowest overall cost on an "all or none" basis for item(s) requested in this ITB. The Contractor's past history, ability, capacity, prior contract experience, performance, integrity, and all information submitted with the bid will be considered by the Department in determination of responsibility. In the event the lowest cost bidder is found non-responsive, the Department may proceed to the next lowest cost responsive bidder and continue the award process.

Firm prices shall be bid. Bidders shall provide a monthly cost as found in the pricing instructions (Attachment 3).

6.3 Incomplete Information Price Sheet:

Any price sheet (Attachment 4) that is incomplete or in which there are significant inconsistencies or inaccuracies may be rejected by the Department. No deviations, qualifications, or counteroffers will be accepted. The Department reserves the right to reject any and all bids. All calculations will be reviewed and verified. The Department may not correct mathematical errors; however, in the event of any miscalculation, unit prices shall be totaled and the total overall lowest cost for all products shall prevail. **All changes or corrections made by the bidder, including corrections made using "white out," shall be initialed by the bidder.**

6.4 Price Adjustments:

Upon successful award, the contract shall be for a three (3) year term with three (3) one-year renewal options at the Department's discretion and the mutual consent of the awarded bidder.

The Department realizes the volatility of the global market due to weather, rainfall, transportation costs, labor costs, and other factors that may be out of the control of the bidder(s) or his/her subcontractor(s). The Department will consider price adjustments upon thirty (30) days prior written request from the awarded bidder after the first six (6) months of the effective date of the contract award and on a semi-annual basis thereafter.

6.5 Implementation Plan and Transition Date Schedule:

Contractor(s) shall commence services to the Customer no later than August 1, 2026.

SECTION 7 - CONTRACT TERMS AND CONDITIONS

This section contains standard terms and conditions that shall be included in any Contract that results from this ITB. By submitting a bid in response to this ITB, the bidder is deemed to have accepted these terms and conditions in their entirety.

7.1 Term of Contract:

See PUR 1000, Paragraph 27. The contract shall be in effect upon issuance of purchase orders or a contract signed by both parties for a period of three (3) years commencing August 1, 2026. Term shall be as specified on the purchase orders issued per Fiscal Year pursuant to this contract.

7.2 Renewal of Contract:

The contract shall have three (3) one-year renewal options at the discretion of the Department and consent of the successful Contractor(s) under the following conditions, unless terminated earlier by the Department under the terms provided herein:

- Prices remain the same; or
- Upon written request from the successful Contractor(s), and upon mutual agreement between the parties, price increases may be approved. Requested price increases will be compared to the current market. In the event the Department and the successful Contractor(s) are unable to reach an equitable agreement, the contract will not be renewed.
- Renewals are subject to annual appropriation by the State Legislature. If at any time the contract is canceled, terminated, or expires, and a contract is subsequently executed with a firm other than the successful Contractor(s), Contractor(s) have the affirmative obligation to assist in the smooth transition of contract services to the subsequent Contractor(s). In the event this solicitation includes renewals, the requirements of Section 287.057, Florida Statutes, shall apply.

7.3 Contract:

A bid in response to this ITB shall be considered as the bidder's formal offer.

Upon award, and based upon appropriation, the Department shall enter into a three (3) year Contract(s). NOTE: The Department reserves the right to obtain quotes and purchase services not included on this ITB price sheet (Attachment 4) from a vendor(s) not awarded a contract from this ITB.

7.4 Termination:

7.4.1 Termination for Cause:

The Department reserves the right to terminate the contract or purchase order if issued by providing written notice to the Contractor(s) in accordance with PUR 1000, Paragraph 23.

7.4.2 Termination by Mutual Agreement:

With the mutual agreement of parties, the contract or any part of the contract or purchase order if issued may be terminated on an agreed date prior to the end of the contract period without penalty to either party.

7.4.3 Termination in the Best Interest of the State:

See PUR 1000, Paragraph 22.

7.5 Payments and Invoices:

7.5.1 Transaction Fee:

The Department of Management Services has instituted a statewide eProcurement System ("system"), with the assistance of a third-party agent, Accenture LLP ("Accenture"). All transactions from this Contract shall be processed through this system. Pursuant to Section 287.057(23), Florida Statutes, a Transaction Fee of one percent (1%) of the total dollar amount shall apply to all purchases from this Contract(s) unless otherwise exempt as indicated in 60A-1.032, Florida Administrative Code. This fee, paid by the Contractor(s), is not submitted to the Department and shall not be added to orders as a separate item.

The Contractor(s) shall receive a credit for any Transaction Fee paid by the Contractor(s) for services not rendered through no fault, act, or omission of the Contractor(s). Notwithstanding the foregoing, a Transaction Fee is non-refundable when an item is rejected or returned, or declined, due to the Contractor(s)'s failure to perform or comply with specifications or requirements of the applicable Contract(s).

Failure to comply with these requirements shall constitute grounds for declaring the Contractor(s) in default and recovering procurement costs from the Contractor(s) in addition to all outstanding fees. **CONTRACTOR(S) DELINQUENT IN PAYING TRANSACTION FEES MAY BE EXCLUDED FROM BIDDING ON DEPARTMENT CONTRACTS.**

7.5.2 Submission of Invoices(s):

The Contractor(s) agrees to submit invoices for compensation for services in detail sufficient for a proper pre-audit and post-audit thereof. Invoices will be paid upon receipt, inspection, and acceptance of products/service(s).

The Contractor(s) agrees to request compensation on a monthly basis through submission to the Department of one (1) monthly invoice properly completed and submitted electronically to the Department's Contract Manager or designee within fifteen (15) days following the end of the month for which payment is being requested. The Contractor's invoice shall include the Contractor's name, mailing address, and Tax ID Number/FEIN, as well as the Contract number and date of invoice period. Every invoice must be accompanied by the appropriate supporting documentation

The Contractor(s) shall provide ad hoc reports to the Contract Manager upon request, including but not limited to, total services rendered (cumulative to date) with date and times the work was performed.

7.6 Performance Measures:

The Contractor(s) shall clearly demonstrate its willingness to be held accountable for the achievement of certain performance measures in successfully delivering services under this Contract(s). Therefore, the Department has developed the following performance measures categories, which shall be used to measure the Contractor(s)'s performance and delivery of service. All performances shall be measured monthly.

Performance Outcomes and Standards

7.8.1 Deliverables:

Outcome: Janitorial services will be performed in a manner not to interfere with normal facility operations and must be completed as outlined in Section 3: Scope of Work / Deliverables. After the cleaning schedule has been established, it will be expected of the Contractor(s) to be on time for each and every service.

Measure: Satisfactory cleanliness of the facility and timeliness of workers shall be reviewed by the Contract Manager or designee upon a daily or incremental basis. Tardiness or lack of completeness of tasks will be documented.

Standard: Tardiness or missed cleaning services should not exceed more than one (1) instance within a six (6) month period. Reports of inadequate performance of completed work should not exceed more than one (1) instance in a six (6) month period.

7.8.2 Accurate Invoice Pricing:

Outcome: All services are to be invoiced within 30 days after the services are rendered.

Measure: The monthly invoice submitted to the Department for payment shall be received before the end of the month following the services rendered.

Standard: Achievement of outcome should occur one hundred percent (100%) of the time.

7.7 Other Contract Requirements:

Standard: The Department will monitor the Contractor's performance on a regular basis to ensure maximum compliance with other contract requirements including, but not limited to, the following:

- a. Non-interference with the operation of the facility.
- b. Accuracy, thoroughness, and timely submission of invoicing and supporting documentation/reports as outlined in (Section 7.6.2).

Measure: The Contractor(s) shall achieve one hundred percent (100%) compliance with all requirements after the time frames allowed for corrective action on identified deficiencies.

7.8 Liquidated Damages:

The Contractor(s) shall agree to the imposition of liquidated damages. The Department's Contract Manager will provide written notice to the Contractor's Representative of all liquidated damages assessed, accompanied by detail sufficient for justification of assessment. The Contractor(s) shall forward a cashier's check, money order, or company check to the Contract Manager, payable to the Department in the appropriate amount, within ten (10) business days of receipt of a written notice of demand for damages due.

7.8.1 Liquidated Damages for Failure to meet Performance Outcomes and Standards:

- a. For failure to comply with (Section 7.6.1), the Department will impose Five Hundred Dollars (\$500.00) for each instance that exceeds the measurement in Section 7.6.1 for cleanliness and timeliness.
- b. For failure to comply with (Section 7.6.2), the Department will impose Five Hundred Dollars (\$500.00) where the Contractor(s) fails to submit invoices in a timely manner.

7.8.2 Liquidated Damages for Failure to meet Other Contract Requirements:

After fifteen (15) business days of initial notice of unsatisfactory service (without corrective action initiated by the Contractor(s) and if unsatisfactory service continues), the Department will impose Two Thousand and Five Hundred dollars (\$2,500.00) for each day the deficiency/issue remains uncorrected.

7.9 Monitoring Methodology:

The Department's Contract Manager or designee for contract monitoring will monitor the Contractor's performance and service delivery on a monthly basis at each facility to determine if the Contractor(s) has achieved the required level of performance outlined in (Section 7.6 and 7.7).

If the Department determines that the Contractor(s) has failed a Performance Outcome and Standard or Other Contract Requirement, the Contractor(s) will be sent a copy of the monitoring report notating the deficiency. Within ten (10) business days of receipt of the Department's monitoring report, the Contractor(s) shall provide a formal Corrective Action Plan (CAP) in response to all noted deficiencies to include responsible individuals and required time frames for achieving compliance. The Contract Manager or designee for contract monitoring may conduct follow-up monitoring reviews at any time to determine compliance based upon the submitted CAP. NOTE: Approval of the Contractor(s)'s corrective action plan does not negate the fact that liquidated damages will be imposed in accordance with (Section 7.8).

7.10 Repeated Instances of Failure:

Repeated failure to meet either the Performance Outcomes and Standards or Other Contract Requirements or to correct deficiencies may, in addition to the imposition of liquidated damages, result in determination of Breach of Contract, and/or termination of the Contract in accordance with (Section 7.4 and/or 7.10).

7.11 Financial Consequences for Non-Performance:

The Department reserves the right to withhold payment or implement other appropriate remedies when the Contractor(s) has failed to perform or comply with provisions of this contract.

7.12 Deliverables:

The following services or service tasks are identified as deliverables for the purposes of this Contract:

Compliance with Performance Outcomes and Standards as identified in (Section 7.6) Compliance with Other Contract Requirements as identified in (Section 7.7)

7.13 Contract Management:

Department's Contract Manager(s):

Jack Finley
2737 Centerview Drive
Knight Building
Tallahassee, FL 32399

Mary Anderson
2737 Centerview Drive
Knight Building
Tallahassee, FL 32399

The Contract Manager(s) will be responsible for the following:

- Serve as the liaison between the Department and the Contractor(s).
- Submit requests to the Procurement Administrator for processing of all change orders or amendments, renewals, and terminations of this Contract(s).
- Verify receipt of deliverables from the Contractor(s).
- Monitor the Contractor's performance and maintain the official records of all correspondence between the Department and the vendor(s).
- Verify invoicing is submitted accurately per the pricing submitted by vendor.

7.14 Vendor's Expenses:

The successful bidder(s) shall pay for all licenses, permits, and inspection fees, or similar charges required for this Contract. and shall comply with all laws, ordinances, regulations, and any other requirements applicable to the work to be performed under this Contract.

7.15 Governing Law and Venue:

Contract(s) resulting from award of this ITB shall be entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. The venue for bringing any legal action arising from, related to, or in connection with this Contract shall be Leon County, Florida.

7.16 Records:

7.16.1 Public Records:

Article 1, Section 24, Florida Constitution, guarantees every person access to all public records, and Section 119.011, Florida Statutes, provides a broad definition of public record. As such, all responses to a competitive solicitation are public records unless exempt by law. Any respondent claiming that its response contains information that is exempt from the public records law

shall clearly segregate and mark that information and provide the specific statutory citation for such exemption.

7.16.2 Disclosure of Bid Contents:

All documentation produced as part of this solicitation shall become the exclusive property of the Department and may not be removed by the Respondent or its agents. All bid submittals shall become the property of the Department and shall not be returned to Respondents. The Department shall have the right to use any or all ideas or adaptations of the ideas submitted. Selection or rejection of a bid shall not affect this right.

7.16.3 Confidential, Proprietary, or Trade Secret Material:

The Department takes its public records responsibilities as provided under Section 119, Florida Statutes and Article 1, Section 24 of the Florida Constitution, very seriously. If Respondents consider any portion of the documents, data, or records submitted in response to this solicitation to be confidential, trade secret, or otherwise not subject to disclosure pursuant to section 119, Florida Statutes, the Florida Constitution, or other authority, the Respondent must also simultaneously provide the Department with a separate redacted copy of its response and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department's solicitation name, number, and the name of the respondent on the cover, and shall be clearly titled 'Redacted Copy.' The Redacted Copy shall be provided to the Department at the same time Respondent submits its response to the solicitation and must only exclude or redact those exact portions that are claimed confidential, proprietary, or trade secret. Respondent shall be responsible for defending its determination that the redacted portions of its response are confidential, trade secret, or otherwise not subject to disclosure. Further, Respondent shall protect, defend, and indemnify the Department for any and all claims arising from or relating to Respondent's determination that the redacted portions of its response are confidential, proprietary, trade secret, or otherwise not subject to disclosure. If Respondent fails to submit a Redacted Copy with its response, the Department is authorized to produce the entire documents, data or records submitted by Respondent in answer to a public records request for these records.

7.16.4 Audit Records:

The successful bidder(s) agrees to maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices that sufficiently and properly reflect all revenues and expenditures of funds provided by the Department under this Contract(s), and agrees to provide a financial and compliance audit to the

Department or to the Office of the Auditor General and to ensure that all related party transactions are disclosed to the auditor.

The successful bidder(s) agrees to include all record-keeping requirements in all subcontracts related to this Contract.

7.17 Prison Rehabilitative Industries and Diversified Enterprises, Inc. ("PRIDE"):

Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE): The State supports and encourages the use of Florida Correctional Work Programs (see PUR 1000, Paragraph 40). **Suppliers will use PRIDE commodities/services where applicable.**

7.18 Product Available from the Blind or Other Handicapped (RESPECT):

The State Supports and encourages the gainful employment of citizens with disabilities (see PUR 1000, Paragraph 41). **Suppliers will use RESPECT commodities/services where applicable.**

7.19 Procurement of Materials with Recycled Content:

It is expressly understood and agreed that any products or materials that are the subject of, or are required to carry out, this Contract shall be procured in accordance with the provisions of Section 403.7065, Florida Statutes.

7.20 Employment of Department Personnel:

The Contractor(s) shall not knowingly engage, employ, or utilize, on a full-time, part-time, or other basis, during the period of this Contract, any current or former employee of the Department where such employment conflicts with Section 112.3185, Florida Statutes.

7.21 Non-Discrimination:

No person, on the grounds of race, creed, color, national origin, age, gender, marital status, or disability, shall be excluded from participation in, be denied the proceeds or benefits of, or be otherwise subjected to discrimination in, the performance of this Contract.

7.22 Copyrights Right to Data Patents and Royalties:

Where activities supported by this Contract produce original writing, sound recordings, pictorial reproductions, drawings, or other graphic representation and works of any similar nature, the Department has the right to use, duplicate, and disclose such materials in whole or in part, in any manner, for any purpose whatsoever, and to have others acting on behalf of the Department to do so. If the

materials so developed are subject to copyright, trademark, or patent, legal title and every right, interest, claim or demand of any kind in and to any patent, trademark or copyright, or application for the same, will vest in the State of Florida, Department of State for the exclusive use and benefit of the state. Pursuant to Section 286.021, Florida Statutes, no person, firm, or corporation, including parties to this Contract, shall be entitled to use the copyright, patent, or trademark without the prior written consent of the Department of State.

The Department shall have unlimited rights to use, disclose, or duplicate, for any purpose whatsoever, all information and data developed, derived, documented, or furnished by the Contractor(s) under this Contract. All computer programs and other documentation produced as part of the Contract shall become the exclusive property of the State of Florida, Department of State, with the exception of data processing software developed by the Department pursuant to Section 119.084, Florida Statutes, and may not be copied or removed by any employee of the Contractor(s) without express written permission of the Department.

The Contractor(s), without exception, shall indemnify and save harmless the Department and its employees from liability of any nature or kind, including costs and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or supplied by the Contractor(s). The Contractor(s) has no liability when such claim is solely and exclusively due to the combination, operation, or use of any article supplied hereunder with equipment or data not supplied by the Contractor(s) or is based solely and exclusively upon the Department's alteration of the article. The Department will provide prompt written notification of a claim of copyright or patent infringement and will afford the Contractor(s) full opportunity to defend the action and control the defense of such claim.

Further, if such a claim is made or is pending, the Contractor(s) may, at its option and expense, procure for the Department the right to continue use of, replace, or modify the article to render it non-infringing. (If none of the alternatives are reasonably available, the Department agrees to return the article to the Contractor(s) upon its request and receive reimbursement, fees, and costs, if any, as may be determined by a court of competent jurisdiction.) If the Contractor(s) uses any design, device, or materials covered by letter, patent, or copyright, it is mutually agreed and understood without exception that the Contract prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work to be performed hereunder.

7.23 Independent Contractor(s) Status:

The parties hereto agree that the proposer, its officers, agents, and employees, in the performance of an awarded Contract, shall act in the capacity of an independent Contractor(s) and not as an officer, employee, or agent of the State. Proposer agrees to take such steps as may be necessary to ensure that each sub-Contractor(s) of proposer will be deemed to be an independent Contractor(s) and

will not be considered or permitted to be an agent, servant, joint venture, or partner of State. All persons furnished, used, retained, or hired, or on behalf of proposer or such sub-contractor(s), and proposer shall be responsible for payment of any and all unemployment, social security, and other payroll taxes for such persons, including any related assessments or contributions required by law.

7.24 Assignment:

The Contractor(s) shall not sell, assign or transfer any of its rights, duties, or obligations under the Contract, or under any purchase order issued pursuant to the Contract, without the prior written consent of the Department. In the event of any assignment, the Contractor(s) remains secondarily liable for performance of the contract, unless the Department expressly waives such secondary liability. The Department may assign the Contract with prior written notice to Contractor(s) of its intent to do so.

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ATTACHMENT 1

FLORIDA DEPARTMENT OF JUVENILE JUSTICE CHECKLIST

Solicitation: ITB 26/27 006

Item: Janitorial Services-Collier
County

CHECKLIST

For your convenience, we offer the following checklist of items that must be returned by the bidding deadline. This checklist does not relieve the respondent of the responsibility of ensuring that all requirements of this solicitation are included with their proposal submittal.

All Attachment forms/documents must be signed and dated, submitted with your Bid.

- _____ 1. Checklist (Attachment 1)
- _____ 2. Contact for Contract Administration (Attachment 2)
- _____ 3. Instructions for Bid Submission (Attachment 3)
- _____ 4. Price sheet (Attachment 4)
- _____ 5. Identical Tie Bids (Attachment 5)
- _____ 6. Customer References (Attachment 6)
- _____ 7. Savings/Discount/Price Reductions. (Attachment 8)
- _____ 8. Certificate of Lobbying signed and dated (Attachment 9)
- _____ 9. Non-Collusion Affidavit Document (Attachment 10)
- _____ 10. Disclosure of Lobbying Activities Form SF-11 Document
- _____ 11. PUR 1355, SIGNED (Attachment 11)
- _____ 12. PUR 7801, SIGNED (Attachment 13)
- _____ 13. PUR 2023, SIGNED (Attachment 14)
- _____ 14. PUR 2024, SIGNED (Attachment 15)
- _____ 15. Initial all pages of the ITB

NOTE: Submit your proposal in accordance with the Timeline (Section 4.2) to the location specified in this solicitation (Section 4.1). Proposals shall be submitted in accordance with (Section 4.3.2).

ATTACHMENT 2

MANDATORY

**CONTACT FOR CONTRACT ADMINISTRATION
ITB Janitorial Services 26/27 006**

**DESIGNATE A PERSON AUTHORIZED TO CONDUCT CONTRACT
ADMINISTRATION.**

NAME: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE #: _____

FAX #: _____

E-MAIL ADD: _____

NAME: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE #: _____

FAX #: _____

E-MAIL ADD: _____

ATTACHMENT 3

INSTRUCTIONS FOR PREPARING YOUR RESPONSE PACKAGE

IMPORTANT

1. Bidders should include the following documents in their Response Packet order shown below:
2. Registration form must be completed and signed by an authorized representative.
3. All pages of the ITB should be initialed in the lower right corner.
4. Checklist should have all items selected to show they are included.
5. Contact information should be completed in its entirety.
6. Janitorial Services Price List:
 - ✓ Initial statements of agreement.
 - ✓ Include monthly fee for services.
 - ✓ Complete name of Bidder and FEID number.
 - ✓ Sign and date.
7. Complete References form.
8. If bidders are unable to provide the janitorial exact product specification listed but can provide an alternative product that is intended for the same purpose and of equal or better quality, the bidder must indicate "Bid Product Description" and attach a product specification to the information price sheet.
9. Submit all required documents, and sign, and date all attachments described in (Section 5.1).

ATTACHMENT 4

MANDATORY

JANITORIAL SERVICES PRICE SHEET

BID NO.: **DJJ ITB Janitorial Services 26/27 006**

LOCATION: 3351 E Tamiami Trail Naples, FL 34112

The Department shall award on an "all or none" basis. NOTE: A vendor must complete the bid price sheet in its entirety for their bid to be considered responsive.

_____ I agree that my business is able to provide services at the Location shown above, per the schedule in Section 3 of this ITB.

_____ I agree that my business will furnish all materials as listed in Section 3 of this ITB.

The monthly services to provide janitorial services per the Scope of Work, Schedules, and Deliverables set forth in Section 3 of this ITB will be:

\$ _____ = Monthly fee for janitorial services.

_____ NAME OF BIDDER	_____ FEID #
_____ SIGNATURE OF AUTHORIZED REPRESENTATIVE	_____ DATE

ATTACHMENT 5

DEPARTMENT OF JUVENILE JUSTICE

IDENTICAL TIE BIDS FORM

Solicitation: DJJ ITB Janitorial Services 26/27 006

Item: Janitorial Services

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids that 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 employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Section 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Signature

Date

ATTACHMENT 6

FLORIDA DEPARTMENT OF JUVENILE JUSTICE CUSTOMER REFERENCES

Solicitation: DJJ ITB Janitorial Services 26/27 006

Item: Janitorial Services

CUSTOMER REFERENCES

The Department is interested in the Contractor(s)'s performance and responsibility as a provider of the applicable commodity/service.

Respondent must provide customer's name, point of contact, telephone number, contract beginning and ending dates, and an explanation as to the relevance or similarity to this project. Adverse or unverifiable references may cause the proposal to be rejected by the State.

1. Agency or Firm: _____

Street Address: _____

City: _____

Telephone: _____

Contact Person: _____

Service Provided: _____

Contract Dates: _____

2. Agency or Firm: _____

Street Address: _____

City: _____

Telephone: _____

Contact Person: _____

Service Provided: _____

Contract Dates: _____

3. Agency or Firm: _____
Street Address: _____
City: _____
Telephone: _____
Contact Person: _____
Service Provided: _____
Contract Dates: _____

Sign below. Unsigned offers will not be considered. **This certifies that my firm has been in the applicable business for at least five years. Listed above are three references of customers whom my firm has provided this commodity and/or service.**

Firm: _____

FEID: _____

Authorized Signature: _____

Printed Name & Title: _____

ATTACHMENT 7

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

SAVINGS/DISCOUNTS/PRICE REDUCTIONS

Solicitation: DJJ-ITB-25/26 006
Item: *Janitorial Services Collier
County*

COMMODITY OR SERVICE: _____

Respondent: Please furnish the prices offered compared to prices that would be paid without this competitive solicitation, total savings, and percent discount.

Non-discounted price each \$ _____ X quantity _____ = \$ _____ List Price.

Discounted price each \$ _____ X quantity _____ = \$ _____ Actual Price.

Additional comments or savings information:

Authorized Signature: _____

Printed Name: _____

Date: _____

To be completed by DJJ representative as applicable:

Requisition # _____ P O # _____ Division _____

Total award amount \$ _____

ATTACHMENT 8

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated-funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By _____ Date: _____
Signature of Official (Executive Director) Authorized to Sign Application

By _____ Date: _____
Signature of Official (Chief Financial Officer) Authorized to Sign Application

For: _____
Name of Grantee (Sponsor Name)

Title of Grant Program (NSLP or SFSP)

ATTACHMENT 9

NON-COLLUSIVE AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____ being first duly sworn deposes and says that:

BIDDER is the

(Owner, Partner, Officer, Representative or Agent)

QUOTER is fully informed respecting the preparation and contents of the attached quote and of all pertinent circumstances respecting such quote;

Such quote is genuine and is not a collusive or sham quote;

Neither the said QUOTER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other QUOTER, firm or person to submit a collusive or sham quote in connection with the Contract for which the attached quote has been submitted; or to refrain from quoting in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any QUOTER, firm, or person to fix the price or prices in the attached quote or any other QUOTER, or to fix any overhead, profit, or cost element of the Quote Price or the Quote Price of any other QUOTER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached quote are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the QUOTER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

By _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public (Signature)

My Commission Expires:

ATTACHMENT 10 **DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action: _____ a. contract _____ b. grant _____ c. cooperative agreement _____ d. loan _____ e. loan guarantee _____ f. loan insurance	2. Status of Federal Action: _____ a. bid/offer/application _____ b. initial award _____ c. post-award	3. Report Type: _____ a. initial filing _____ b. material change For Material Change Only: Year _____ Quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if known: Congressional District, if known:		5. If Reporting Entity in No. 4 Is Subawardee, Enter Name and Address of Prime: Congressional District, if known:
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	

Authorized for Local Reproduction
Standard Form LLL (Rev. 7-97)

INITIALS _____

ATTACHMENT 11
FOREIGN COUNTRY OF CONCERN ATTESTATION
(PUR 1355)

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in [Rule 60A-1.020, F.A.C.](#)

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name:

Title:

Signature:

Date:

ATTACHMENT 12

Vendor Certification Form

I hereby certify the following on behalf of the vendor identified below:

<u>Customer Indicator</u> (Required, N/A, Determined by Vendor)	<u>Vendor Indicator</u> (Certified, N/A)	<u>Certification</u>
Choose an item.	Choose an item.	Regardless of the dollar value of the goods or services provided, in accordance with the requirements of section 287.135(5), F.S., the vendor is not participating in a boycott of Israel and is not on the State Board of Administration's "Quarterly List of Scrutinized Companies that Boycott Israel," available at https://www.sbafla.com/governance/global-governance-mandates/
Choose an item.	Choose an item.	If the goods or services to be provided are \$1 million or more, in accordance with the requirements of section 287.135, F.S., the vendor is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List (collectively, "Scrutinized List of Prohibited Companies"); does not have business operations in Cuba or Syria; and is not on the State Board of Administration's "Scrutinized List of Prohibited Companies" available under the quarterly reports section at https://www.sbafla.com/reporting/
Choose an item.	Choose an item.	The vendor is not on the Suspended Vendor List; it and its suppliers, subcontractors, or consultants to be utilized under the contract are not on the Convicted Vendor, Discriminatory Vendor, or Antitrust Violator Vendor Lists; and there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish the vendor's ability to satisfy the contract obligations. The vendor is hereby informed of the provisions of sections 287.133(2)(a), 287.134(2)(a), and 287.137(2)(a), F.S., that identify the impacts to the vendor's ability or its affiliates' ability to respond to the competitive solicitations of a public entity; to be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity; or to transact business with a public entity if it, or its affiliates, are placed on the Convicted Vendor, Discriminatory Vendor, or Antitrust Violator Vendor Lists of the Department of Management Services. The vendor is hereby further informed of the provisions of section 287.1351, F.S., that identify the impacts to the vendor's ability to enter into or renew a contract with

		an agency, as defined in section 287.012, F.S., if it is placed on the Suspended Vendor List of the Department of Management Services.
Choose an item.	Choose an item.	If the contract grants the vendor access to an individual's personal identifying information, the vendor is not prohibited from entering into the contract pursuant to section 287.138, F.S., and has completed the Form PUR 1355, "Foreign Country of Concern Attestation Form," available at http://www.flrules.org/Gateway/reference.asp?No=Ref-15843 , and attached it hereto.
Choose an item.	Choose an item.	If the vendor is a common carrier, as defined in section 908.111, F.S., or a contracted carrier, it is not prohibited from entering into the contract pursuant to section 908.111, F.S., and has completed the Form PUR 1808, "Common Carrier or Contracted Carrier Attestation Form," available at http://www.flrules.org/Gateway/reference.asp?No=Ref-14614 , and attached it hereto.
Choose an item.	Choose an item.	The vendor is registered with, and uses, the E-Verify system for all newly hired employees in accordance with section 448.095, F.S.; and has not, within the last year, had a contract terminated under section 448.095(5)(c), F.S., by a public employer, contractor, or subcontractor, as defined by section 448.095(1), F.S.
Choose an item.	Choose an item.	The vendor is in compliance with all applicable disclosure requirements set forth in section 286.101, F.S., and has not been deemed ineligible for a grant or contract funded by a state agency pursuant to section 286.101(7), F.S.
Choose an item.	Choose an item.	If the contract is between a nongovernmental entity and a governmental entity, in accordance with section 787.06, F.S., the vendor has completed an affidavit signed by an officer or a representative of the vendor under penalty of perjury attesting that the vendor does not use coercion for labor or services as defined in section 787.06, F.S.

[the Customer may add rows to this table for additional certifications required by law or rule]

By signing below, I certify that I am authorized to complete and submit this Vendor Certification Form on behalf of the vendor.

Vendor Information

Signatory

Name

Signature

Date

FEIN

Typed or Printed Name

Title

Form PUR 7801 (07/2024)

Rule 60A-1.002, F.A.C.

ATTACHMENT 13

PUR 2023

Provision of Commodities Produced by Forced Labor

Pursuant to section 287.1346(4)(b), Florida Statutes, this portion of the form **must be completed by a member of the company's senior management, as defined in section 287.1346, F.S.**, when the company submits a response to a solicitation for the provision of commodities and before the company enters into or renews a contract for the provision of commodities.

As defined in section 287.1346(c), Florida Statutes, "Senior management" includes chief executive officers; assistant chief executive officers, including, but not limited to, assistant presidents, vice presidents, or assistant treasurers; chief financial officers; chief personnel officers; or any employee of an entity performing similar functions.

I certify that to the best of my knowledge, the commodities the entity named below is offering to the Department have not been produced, in whole or in part, by forced labor.

Entity Name:

Senior Management's Printed Name:

Senior Management Member's Title:

Signature:

Date:

ATTACHMENT 14

PUR 2024

Use of Coercion for Labor or Services

Pursuant to section 787.06(14), Florida Statutes, this portion of the form **must be completed by an officer or representative of the nongovernmental entity** executing, renewing, or extending a contract with a governmental entity.

The entity named below does not use coercion for labor or services as defined in section 787.06, Florida Statutes.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Entity Name:

Representative/Officer's Printed Name:

Representative/Officer's Title:

Signature:

Date: