

<p><b>SUBMIT BID TO:</b>  <b>PURCHASING DEPARTMENT</b>  <b>UNIVERSITY OF CENTRAL FLORIDA</b>  <b>12479 RESEARCH PARKWAY, BLDG. 600</b>  <b>ORLANDO, FL 32826</b>  <b>Phone: (407)823-2661 – Fax (407) 823-5551</b>  <b>www.purchasing.ucf.edu</b></p>	<p><b>University of Central Florida</b>   <b>INVITATION TO BID</b>   <b>Contractual Services</b>   <b>Acknowledgment Form</b></p>
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Page 1 of 18 Pages	BIDS WILL BE OPENED <b>April 29, 2013 @ 2:00 PM</b> and may not be withdrawn within 120 days after such date and time.	ITB NO. <b>1223LCSA</b>
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UNIVERSITY MAILING DATE: <b>March 26, 2013</b>	ITB TITLE: <b>Parking Garage and Lot Cleaning</b>
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FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER

VENDOR NAME	REASON FOR NO BID:
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VENDOR MAILING ADDRESS

CITY - STATE - ZIP CODE

AREA CODE	TELEPHONE NO.	<p style="text-align: center;"><b>POSTING OF PROPOSAL TABULATIONS</b></p> <p>Proposal tabulations with intended award(s) will be posted for review by interested parties at the Purchasing Department, our solicitation web page and the State of Florida's Vendor Bid System and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in UCF Regulation 7.130(5) at <a href="http://regulations.ucf.edu/chapter7/index.html">http://regulations.ucf.edu/chapter7/index.html</a> shall constitute a waiver of proceedings under that regulation.</p>
	TOLL FREE NO.	
	FAX NO.	

**Government Classifications**  
**Check all applicable**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>African American</b>        | <input type="checkbox"/> <b>American Women</b>       |
| <input type="checkbox"/> <b>Asian-Hawaiian</b>          | <input type="checkbox"/> <b>Government Agency</b>    |
| <input type="checkbox"/> <b>Hispanic</b>                | <input type="checkbox"/> <b>MBE Federal</b>          |
| <input type="checkbox"/> <b>Native American</b>         | <input type="checkbox"/> <b>Non-Minority</b>         |
| <input type="checkbox"/> <b>Non-Profit Organization</b> | <input type="checkbox"/> <b>Pride</b>                |
| <input type="checkbox"/> <b>Small Business Federal</b>  | <input type="checkbox"/> <b>Small Business State</b> |

*I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder and that the bidder is in compliance with all requirements of the Invitation to Bid, including but not limited to, certification requirements. In submitting a bid to an agency for the State of Florida, the bidder offers and agrees that if bid is accepted, the bidder will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the state of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the bidder.*

**GENERAL CONDITIONS**

**SEALED BIDS:** All bid sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the date, and time of the bid opening and the bid number. Bid prices not submitted on attached bid price sheets when required shall be rejected. All bids are subject to the terms and conditions specified herein. Those which do not comply with these terms and conditions are subject to rejection. The terms Contractor, Payee and Vendor are used interchangeably in this document.

**1. EXECUTION OF BIDS:** Each bid must contain a manual signature of the authorized representative in the space provided above. Each bid must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by the bidder must be initialed. The company name and F.E.I.D. or social security number must appear on each pricing page of the Bidder as required.

**2. NO BID SUBMITTED:** If not submitting a bid, respond by returning only this bidder acknowledgment form, marking it "NO BID," and explain the reason in the space provided above. Failure to respond without justification may be cause for removal of the bidder's name from the bid mailing list. NOTE: To qualify as a respondent, bidder must submit a "NO BID," and it must be received no later than the stated bid opening date and hour.

\_\_\_\_\_  
**AUTHORIZED SIGNATURE**

\_\_\_\_\_  
**AUTHORIZED NAME (TYPED/PRINTED)**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**CONTACT NUMBER**

**3. BID OPENING:** The bid opening shall be public, on the date, location and the time specified on the bid form. It is the bidder's responsibility to assure that the bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by telegram or telephone are not acceptable. A bid may not be altered after opening of the bids unless allowed by the Director of Purchasing in accordance with established procedures.

NOTE: Bid tabulations will be posted at the Purchasing Department and can be furnished via email upon request. Only bid tabulations with minimal line items will be provided by telephone.

**4. PRICES, TERMS AND PAYMENT:** Firm prices shall be bid and include all services/commodities rendered to the purchaser.

**(a) TAXES:** The State of Florida is a tax-immune sovereign and exempt from the payment of all sales, use and excise taxes.

**(b) DISCOUNTS:** Cash discount for prompt payment shall not be considered in determining the lowest net cost for bid evaluation purposes.

**(c) MISTAKES:** Bidders are expected to examine the conditions, scope of work, bid prices, extensions, and all instructions pertaining to the services involved. Failure to do so will be at the bidder's risk.

**(d) INVOICING AND PAYMENT:** All vendors must have on file a properly executed W-9 form with their Federal Employer Identification Number prior to payment processing.

Vendors shall submit properly certified original invoices to:

Finance & Accounting  
12424 Research Parkway, Suite 300  
Orlando, Florida 32726-3249

Invoices for payment shall be submitted in sufficient detail for a proper pre-audit and post-audit. Prices on the invoices shall be in accordance with the price stipulated in the contract at the time the order is placed. Invoices shall reference the applicable contract and/or purchase order numbers. Invoices for any travel expenses shall be submitted in accordance with the State of Florida travel rates at or below those specified in Section 112.061, Florida Statutes and applicable UCF policies. Travel Reimbursement must be made using the UCF Voucher for Reimbursement of Traveling Expenses available on the web at <http://www.fa.ucf.edu/forms/forms.cfm#>.

Final payment shall not be made until after the contract is complete unless the University has agreed otherwise.

**Interest Penalties:** Vendor interest penalty payment requests will be reviewed by the UCF ombudsman whose decision will be final.

**Vendor Ombudsman:** A vendor ombudsman position has been established within the Department of Finance & Accounting. It is the duty of this individual to act as an advocate for vendors who may be experiencing problems in obtaining timely payments(s) from the University of Central Florida. The Vendor Ombudsman can be contacted at (407) 823-1040 or by mail at the address in paragraph 4.(d) above.

The ombudsman shall review the circumstances surrounding non-payment to determine:

- if an interest payment is due;
- the amount of the payment; and
- shall ensure timely processing and submission of the payment request in accordance with University policy.

**5. CONFLICT OF INTEREST:** Submission of this Invitation to Bid (ITB) shall certify that the Bidder is aware of the requirements of Chapter 112, Florida Statutes and in compliance with the requirements of Chapter 112, Florida Statutes and other laws and regulations concerning conflicts of interests in dealing with entities of the State of Florida. The Bidder certifies that its directors and/or principal officers are not employed and/or affiliated with the University unless a current Conflict of Interest (Report of Outside Activity/Employment) form has been completed, executed by such director or officer and approved in accordance with applicable University policies or rules. Violation of this section by the Bidder shall be grounds for rejection of the bid or the cancellation of any contract or purchase order resulting from this ITB, without penalty to the University of Central Florida. No person or firm who receives a contract to perform a feasibility study for potential implementation of a subsequent contract, participates in the drafting of a competitive solicitation, assist in design or develops a program for future implementation shall be eligible to contract with the University of Central Florida for any project dealing with that specific subject matter. Bidders must disclose with their bids any such conflict of interest dealing with that specific subject matter in accordance with chapter 255,FS.

**6. AWARDS:** At the sole discretion of the University of Central Florida, the right is reserved to reject any and all bids or waive any minor irregularity or technicality in bids received. Bidders are cautioned to make no assumptions unless their bid has been evaluated as being responsive. Product substitutions may be submitted for evaluation of equivalency unless specifically indicated otherwise. Bidders shall have burden of proof of equivalency.

**7. GOVERNMENTAL RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the material quality of the services offered on this bid performance of the items offered on this bid prior to their completion, it shall be the responsibility of the successful bidder to notify the purchaser at once, indicating in writing the specific regulation which requires an alteration. The University of Central Florida reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the University.

**8. LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county and local laws, and of all ordinances, rules and regulations shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the University of Central Florida, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise: and lack of knowledge by any bidders shall not constitute a cognizable defense against the legal effect thereof.

**9. ADVERTISING:** In submitting a bid, the Bidder agrees not to use the results therefrom as a part of any commercial advertising.

**10. ASSIGNMENT:** Any contract or purchase order issued pursuant to this Invitation to Bid and the monies which may become due thereunder are not assignable, except with the prior written approval of the University of Central Florida. Under no circumstances shall the Bidder assign to a third party any right or obligation of the Bidder pursuant to any contract or purchase order resulting from this Invitation to Bid, without prior written consent of the University. If the Bidder is, or during the term of this Invitation to Bid or during the term of any contract or purchase order resulting from this ITB becomes an individual on the payroll of the State of Florida, the Bidder represents that he or she has complied with all applicable provisions of the Florida Statutes and Florida Administrative Code regarding outside or dual employment and compensation.

**11. FACILITIES:** The University reserves the right to inspect the Bidder's facilities at any time with prior notice.

**12. PUBLIC RECORDS:** Any contract or purchase order issued pursuant to this Invitation to Bid may be canceled unilaterally by the University for refusal by the Bidder to allow public access to all papers, documents, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Bidder in conjunction herewith or any contract or purchase order issued pursuant to this Invitation to Bid.

**13. RECORDS:** The Bidder agrees to keep and maintain, separate and independent records, in accordance with generally accepted accounting principles, devoted exclusively to its obligations and activities pursuant to a contract or purchase order issued pursuant to this Invitation to Bid. Such records (including books, ledgers, journals, and accounts) shall contain all entries reflecting the business operations under a contract or purchase order issued pursuant to this Invitation to Bid.. University or its authorized agent shall have the right to audit and inspect such records from time to time during the term of a contract or purchase order issued pursuant to this Invitation to Bid, upon reasonable notice to the Bidder.

## Introduction

The purpose of this Invitation To Bid (ITB) is to solicit bids for regular cleaning/maintenance of University of Central Florida's (UCF) eight (8) parking garages and thirty eight (36) surface parking lots. Cleaning shall include all the duties as specified in Appendix I Scope of Services. The winning bidder shall enter into a term agreement with the University of Central Florida to provide these services.

1. POSTING OF BID TABULATIONS:
  - A. Bids will be opened at the Purchasing Department at the assigned date and time identified in this ITB.
  - B. Bid tabulations will be posted at such time as the Purchasing Department provides notice of intended decision or until 30 days after a public opening of the bids, whichever is earlier.
  - C. Notice of a decision or intended decision of award will be posted for a period of 72 hours.
  - D. Failure to file a protest within the time prescribed in UCF Regulation 7.130(5) shall constitute a waiver of proceedings under that regulation.
2. BID OPENING: Bids will be received and opened **April 29, 2013 at 2:00 PM** in the Purchasing Department, Orlando Tech Center, 12479 Research Parkway, Bldg. 600, Orlando, Florida. Time of opening will be local date and time at this location. **Bidders will submit one (1) original and two (2) electronic (CD, DVD or Flash Drive) copies. BID DOCUMENTS CAN TO BE OBTAINED AT:**

<http://www.purchasing.ucf.edu/bids/index.asp>

3. ADDITIONAL INFORMATION & QUESTIONS: We encourage questions or comments which might aid in the improvement of our existing specifications. The university will not give verbal answers to inquiries regarding the specifications, or verbal instructions prior to or after award of the bid. A verbal statement regarding same by any person shall be non-binding. The university is not liable for any increased cost resulting from the bidder accepting verbal direction. All changes, if necessary, shall be made by written addendum to the bid.

Any explanation desired by vendors must be requested of the University of Central Florida Purchasing Department in writing by **April 12, 2013 at 2:00 PM**. Inquiries must be legible and concise and must clearly identify the bidder who is submitting the inquiry (clearly identify on cover of envelope that contents inside are only questions concerning the bid and not the actual bid response), and if an explanation is necessary, a reply shall be made in the form of a written addendum. Specifications, terms and conditions may not be changed except by formal written addendum, issued by UCF, a copy of which will be forwarded to each vendor who has received a set of the bid documents from the University. Vendors obtaining bid documents from any other source must notify the University of their name, address, telephone and facsimile numbers in order to receive any addenda. Direct all inquiries/questions, preferably via email to:

Luis A. Aviles  
University of Central Florida  
Purchasing Department  
12479 Research Parkway, Bldg. 600  
Orlando, Florida 32826  
Ph. 407-823-2661  
Fax 407-823-5551  
[Email](mailto:luis.aviles@ucf.edu) : luis.aviles@ucf.edu

4. DELIVERY: Specify delivery date after receipt of order in terms of days or weeks on bid sheet. Failure to do this may be cause for rejection of the bid. Commodities delivery is to be made to

UCF's Central Receiving location (UCF, Building 16E, Libra Drive, Orlando, FL 32816). When delivery is specified to a location other than the University's Central Receiving Department, vendor shall direct its carrier to telephone the University's Central Receiving Department before unloading. Delivery of all shipments shall occur between 9:00 a.m. and 4:00 p.m., Mondays through Fridays only, except on State of Florida or U.S. holidays. Indicated on the face of this Invitation to Bid is the "Delivery Desired By" date; failure to make delivery by or before "Delivery Desired By" shall be grounds for rejection of the bid or the cancellation of any contract or purchase order resulting from this ITB, without penalty to the University of Central Florida.. The University of Central Florida is committed to sustainable practices. Palletized shipments should not exceed 1500 pounds per pallet and when possible, should be shipped on a 40"x48" pallet. Payee shall include a packing list showing contents of shipment (if shipment is made in two or more containers). No boxing, packing, installation, assembly, or similar charges (not included in the item price) will be allowed unless expressly and specifically authorized in writing by the University on the face of any purchase order or contract resulting from this ITB.

5. **PARKING:** The Payee shall ensure that all vehicles parked on campus for purposes relating to work resulting from this ITB shall have proper parking permits. This applies to all personal vehicles and all marked and unmarked company vehicles that will be on any University campus for one (1) day or more or on a recurring basis. All such vehicles must be registered with University's Parking Services Department, and parking permits must be purchased by the Payee. Payee's vehicle(s) shall observe all parking rules and regulations. Failure to obtain parking permits, properly display them, and otherwise comply with all of University's parking rules and regulations could result in the issuance of a parking ticket and/or towing at the expense of Payee or Payee's employees. UCF's Parking Services Department can be contacted at (407) 823-5812 for additional information pertaining to parking and parking fees/rates.
6. **EMPLOYMENT OF ALIENS:** The employment of unauthorized aliens by any Contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract by the University without penalty to the University.
7. **Pre-Bid Conference and Site Visit:** A pre-bid conference will be held in front of Parking Services Garage B on **April 9, 2013 at 9:30 am**. The purpose of this conference is to conduct a site visit and hear any and all questions arising from this Invitation to Bid. Answers to any questions that might arise will be in the form of an addendum to the Invitation to Bid.
8. **QUALIFICATION OF BIDDERS:** This bid will be awarded only to a responsible bidder, qualified by experience and in a financial position to provide the items specified. In order to facilitate the prompt award of this bid, the bidder shall submit with the bid:
  - A. Experience record showing bidder's training (certifications, licenses, etc.) and experience in commercial parking lot and/or garage cleaning.
  - B. List and brief description of three contracts of similar size and scope satisfactorily completed within the last 7 years including dates of contracts and dollar amount.
  - C. Three references for contracts stated in item B. to include name, address and phone numbers.
  - D. Copy of license to do business in the State of Florida.
9. **AVAILABILITY OF FUNDS:** The obligations of the University under this award are subject to the availability of funds lawfully appropriated annually for its purposes by the Legislature of the State of Florida.
10. **AWARD:** Award is anticipated to be an all or none basis. University will either accept or reject all of your offer.
11. **ADDITIONAL QUANTITIES:** The University reserves the right to increase or decrease total quantities as necessary. The University can order additional surface lots and parking garages as

long as it is within 120 days after expiration of the contract resulting from this ITB. Total additional quantities, if any, are unknown.

12. CANCELLATION/TERMINATION: UCF may terminate a contract resulting from this ITB without cause on thirty (30) days' advanced written notice to the vendor. The parties to the contract resulting from this ITB may terminate that contract at any time by mutually consenting in writing. Either party may terminate the contract resulting from this ITB immediately for breach by the other that remains substantially uncured after thirty (30) days' advanced written notice to the breaching party, which notice describes the breach in detail sufficient to permit cure by the breaching party. The University shall be liable only for payment for services satisfactorily rendered or goods satisfactorily delivered and accepted from the date of commencement until the effective date of cancellation/termination.
13. TERM OF CONTRACT: The contract resulting from this ITB, if any, will be for a **three (3) year** period beginning **July 1, 2013** with UCF and the selected service/commodity(s) provider. At the expiration of the Initial Term, this contract will automatically renew for successive one (1) year periods (each a renewal term) unless a party provides a written notice of its intent not to renew this contract at least ninety (90) days prior to the expiration of the then current term. No renewal period will exceed the initial term nor will cumulative renewals exceed 10 years.
14. PROTECTION OF PROPERTY: The successful bidder shall at all times guard from damage or loss to property of the University or of other vendors or contractors and shall replace or repair any loss or damage unless such be caused by the university, other vendors or contractors. The University may withhold payment or make such deductions as it might deem necessary to insure reimbursement for loss or damage to property through negligence of the successful bidder or his agents.
15. UNSATISFACTORY WORK: Unsatisfactory work shall be corrected by the vendor within 24 HOURS of notification by the Director of Purchasing.
16. PAYEE INSURANCE. For all purchases under this ITB of \$10,000 or below, Payee will have and maintain types and amounts of insurance that at a minimum cover the Payee's (or subcontractor's) exposure in performing any contract resulting from this ITB. For all purchases that exceed \$10,000 (i.e. \$10,000.01 and up) and/or all purchases that require a UCF Safe Form, Payee will have and maintain general liability insurance of one (1) million dollars and Payee shall send a copy of Payee's insurance certificate (prior to commencement of Payee's performance or delivery hereunder) to the following address by email, fax or mail:

e-mail: [ehs@ucf.edu](mailto:ehs@ucf.edu)  
Fax: 407-823-0146  
Mail: University of Central Florida  
PO Box 163500  
Orlando FL 32816-3500

UCF has the right to deviate from any of the above insurance requirements, if UCF, at UCF's sole discretion decides to do so. If UCF decides to deviate from the above noted insurance requirements, UCF will inform the Payee in writing in those particular circumstances. Unless UCF notifies a Payee in writing that UCF is willing to deviate from the insurance requirements noted above, all of the above insurance requirements shall apply to the Payee. The University and its Board of Trustees shall be listed as additional insured on any certificate issued and the Certificate Holder is to read the following:

University of Central Florida  
Board of Trustees  
4000 Central Florida Blvd.  
Orlando FL 32816

## INSURANCE, WORKER'S COMPENSATION

The Contractor/Payee/Vendor shall take out and maintain during the life of the contract resulting from this ITB, if any, Worker's Compensation Insurance for all of his/her employees connected with the work of this project and, in case any work is sublet, the Contractor/Payee/Vendor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor/Payee/Vendor. Such insurance shall comply fully with the Florida Worker's Compensation Statutes Chapter 440. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under the Worker's Compensation statute, the Contractor/Payee/Vendor shall provide, and cause each subcontractor to provide adequate insurance, satisfactory to the University, for the protection of his/her employees not otherwise protected.

17. **USE OF CONTRACT BY OTHER GOVERNMENT AGENCIES:** At the option of the Contractor/Payee/Vendor, the use of the contract resulting from this ITB, if any, may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities.

Each governmental agency allowed by the Contractor/Payee/Vendor to use the contract resulting from this ITB, if any, shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received and accepted. No agency receives any liability by virtue of this bid and subsequent contract award.

18. **PUBLIC ENTITY CRIMES:** A person or affiliate who has been placed on Florida's convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded, or perform work as a contractor, supplier, subcontractor, or consultant under, a contract with any public entity, and may not transact business with any public entity in excess of the bid limit for that public entity, for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

19. **IDENTICAL TIE BIDS:** Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. If none, or all of the tied vendors have a drug-free workplace program, vendors with Florida as their primary location will receive preference. Failing the above, a coin flip will be used to determine the winning vendor. In order to have a drug-free workplace program, a business shall:

- A. 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.
- B. 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 violation.
- C. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- D. 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 chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

- E. 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.
- F. 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, my initials certify that this firm complies fully with the above requirements. Initials: \_\_\_\_\_

20. **EQUAL OPPORTUNITY STATEMENT:** The State Universities have established equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and prohibits discrimination based on race, creed, color, sex, age, national origin, marital status or religion. To be considered for inclusion as a supplier under this agreement, the bidder commits to the following:

- A. The provisions of Executive Order 11246, September 24, 1996, and the rules, regulations, and relevant orders of the Secretary of Labor are applicable to each order placed against this agreement regardless of value.
- B. If the bidder expects to receive \$10,000 in orders during the first 12 months of this agreement, a complete certificate of non-segregated facilities shall be included in the proposal response.
- C. If the bidder expects to receive \$50,000 in orders during the first 12 months of this agreement and employs more than 50 people, standard form 100 (EEOO-1) must be filed prior to March 1 of each year.
- D. If the bidder expects to receive \$50,000 in orders during the first 12 months and employs more than 50 people, a written program for affirmative action compliance must be maintained by the bidder, subject to review upon request by the user agencies of the contract resulting from this ITB.

**If you have already complied with the above, please initial:** \_\_\_\_\_

21. **WORK FOR HIRE.** Any work specifically created for the University under an agreement resulting from this ITB by the Payee or anyone working on behalf of the Payee (the term Payee shall encompass both) shall be considered a "work for hire." All designs, prints, paintings, artwork, sketches, etchings, drawings, writings, photographs, or any other work or material or property produced, developed or fabricated and any other property created hereunder, including all material incorporated therein and all preliminary or other copies thereof, (the "Materials") shall become and remain the property of the University, and, unless otherwise specifically set forth herein, shall be considered specially ordered for the University as a "work made for hire," or, if for any reason held not to be a "work for hire,"

The Payee who created, produced, developed or fabricated the Materials hereunder (or under any contract resulting from this ITB) assigns all of his/her right, title and interest in the Materials to the University. The University shall own all right, title and interest in the Materials. The Payee agrees upon request to execute any documents necessary to perfect the transfer of such title to the University. The Materials shall be to the University's satisfaction and are subject to the University's approval. The Payee bears all risk of loss or damage to the Materials until the University has accepted delivery of the Materials. The University shall be entitled to return, at the Payee's expense, any Materials which the University deems to be unsatisfactory. On or before completion of the Payee's services hereunder, the Payee must furnish the University with valid and adequate releases necessary for the unrestricted use of the Materials for advertising or trade purposes, including model and property releases relating to the Materials and releases from any persons whose names, voices or likenesses are incorporated or used in the Materials.

The Payee hereby represents and warrants that, (a) all applicable laws, rules and regulations have been complied with, (b) the Payee is free and has full right to enter into this ITB and any contract resulting from this ITB, if any, and perform all of its obligations hereunder and under such contract, (c) the Materials may be used or reproduced for advertising or trade purposes or any commercial purposes without violating any laws or the rights of any third parties and (d) no third party has any rights in, to, or arising out of, or in connection with the Materials, including without limitation any claims for fees, royalties or other payments. The Payee agrees to indemnify and hold harmless the University and those acting for or on its behalf, the UCF Board of Trustees, the State of Florida and the Florida Board of Governors and their respective officers, agents, employees and servants from and against any and all losses, claims, damages, expenses or liabilities of any kind, including court costs and attorneys' fees, resulting from or in any way, directly or indirectly, connected with (a) the performance or non-performance of the University's order by the Payee, (b) the use or reproduction in any manner, whatsoever, or (c) any breach or alleged breach of any of the Payee's agreements or representations and warranties herein or in any contract resulting from this ITB.

22. **AMENDMENTS.** No changes or amendments to an agreement resulting from this ITB are binding on the University unless made in legible writing that is signed by an attorney in the University's General Counsel's Office and an authorized UCF signatory. Payee shall return an agreement resulting from this ITB to the University's Purchasing Department at once with a written explanation if the agreement resulting from this ITB is not acceptable in its entirety.
23. **EXPORT CONTROL.** The parties shall comply with all applicable U.S. export control laws and regulations, including but not limited to the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799 and/or other restrictions imposed by the Treasury Department's Office of Foreign Asset Controls (OFAC), in the performance of an agreement resulting from this ITB. The parties agree that no technology, related data or information will be exchanged or disseminated under such agreement nor any collaboration conducted pursuant to such agreement, which are export controlled pursuant to the export control laws of the United States, including the EAR and the ITAR and any other applicable regulations. The Parties agree that the Payee will not provide the University with any ITAR or EAR restricted technology and/or related data, and that any ITAR or EAR restricted technologies and/or data produced in furtherance of the agreement resulting from this ITB, if any, will be in the exclusive possession of the Payee and at no time will any export controlled technologies, related data, or information be intentionally or inadvertently transferred to the University, its facilities, labs, staff, researchers, employees, officers, agents, servants or students in the performance of that agreement.

If the Payee wishes to disclose export controlled technology or technical data to the University, the Payee will, prior to disclosing any information, technical data or source code that is subject to export controls under federal law, notify the University in writing that the material is export controlled and shall identify the controls that apply. The University shall have the right to decline or limit (a) the receipt of such information, and (b) any task requiring receipt of such information. In the event the Payee sends any such technical data or product that is subject to export control, without notice of the applicability of such export control, the University has the right to immediately terminate the agreement resulting from this ITB, if any. The Payee understands and agrees that to the extent the Payee's personnel have access to work or materials subject to U.S. export controls while on University property, such personnel will meet all federal export control regulatory requirements or have the appropriate U. S. government approval.

24. **FORCE MAJEURE.** No default, delay or failure to perform on the part of UCF or the Vendor shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond the Vendor's or UCF's reasonable control including, but not limited to, strikes, lockouts, actions or inactions of governmental authorities, epidemics, war, embargoes, fire, earthquake, acts of God, default of common carrier. In the event of such default, delay or failure to perform due to causes beyond the Vendor's or UCF's reasonable control, any dates or times by which the parties are otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the cause beyond the reasonable control of the parties.



25. **INDEMNIFICATION.** Payee shall hold the University and the UCF Board of Trustees and the University's officers, employees, agents and/or servants harmless and indemnify each of them against any and all liabilities, actions, damages, suits, proceedings, and judgments from claims arising or resulting from the acts or omissions of Payee, its employees, its agents or of others under Payee's control and supervision. If any part of a delivery to the University pursuant to an agreement resulting from this ITB, if any, is protected by any patent, copyright, trademark, other intellectual property right or other right, Payee also shall indemnify and hold harmless the University and the UCF Board of Trustees and the University's officers, employees, agents and/or servants from and against any and all liabilities, actions, damages, suits, proceedings and judgments from claims instituted or recovered against the University by any person or persons whomsoever on account of the University's use or sale of such article in violation of rights under such patent, copyright, trademark, other intellectual property right or other right.
26. **INDEPENDENT CONTRACTOR.** Each of the parties is an independent contractor and nothing contained herein shall constitute or designate any of the employees or agents of one party as employees or agents of the other party.
27. **NO JOINT VENTURE.** Nothing contained in an agreement resulting from this ITB, if any, shall be construed to create a joint venture, partnership, or other like relationship between the parties.
28. **LEASED EQUIPMENT.** The risk of loss or damage to leased equipment, goods or property shall not transfer to the University except as provided in §680.219, Florida Statutes. Any security interest in the leased equipment, goods or property granted to Payee contrary to AGO 79-72 and AGO 80-9 is null and void. Limitation of remedies provisions, which are unconscionable under applicable Florida law, are void.
29. **MATERIAL SAFETY DATA SHEET (MSDS).** In compliance with Florida Statutes, Ch. 442, a Material Safety Data Sheet (MSDS) must accompany any applicable item delivered under an agreement resulting from this ITB, if any.
30. **WAIVER/REMEDIES.** No failure or delay by a party hereto to insist on the strict performance of any term of an agreement resulting from this ITB, if any, or to exercise any right or remedy consequent to a breach thereof, shall constitute a waiver of any breach or any subsequent breach of such term. No waiver of any breach hereunder shall affect or alter the remaining terms of such agreement, but each and every term of such agreement shall continue in full force and effect with respect to any other then existing or subsequent breach thereof. The remedies provided in an agreement resulting from this ITB, if any, are cumulative and not exclusive of the remedies provided by law or in equity.
31. **DISPOSITION OF BIDS; FLORIDA PUBLIC RECORDS LAW COMPLIANCE**  
All bids become the property of the State of Florida, and the State of Florida shall have the right to use all ideas, and/or adaptations of those ideas, contained in any bid received in response to this solicitation. Any parts of the bid or any other material(s) submitted to UCF with the bid that are copyrighted or expressly marked as "confidential", "proprietary", or "trade secret", will only be exempted from the "open records" disclosure requirements of Chapter 119, Florida Statutes, if Florida law specifically recognizes these materials as exempt from disclosure. Thus, the mere designation as "confidential", "proprietary", or "trade secret" by a vendor does not ensure that such materials will be exempt from disclosure. In the absence of a specific Florida statute exempting material from the public records law, UCF is legally obligated to produce any and all public records produced or received in the course of conducting university business, irrespective of any designation by the vendor of those same records as "confidential", "proprietary", or "trade secret." The ultimate determination of whether a vendor's claim of "confidential," "proprietary" or "trade secret" will support an exemption from disclosure will be made by UCF or, potentially, a court. UCF's selection or rejection of a bid will not affect this provision.

32. COMPLIANCE: The parties shall at all times comply with all applicable ordinances, laws, rules and regulations of local, state and federal governments, or any political subdivision or agency, or authority or commission thereof, which may have jurisdiction to pass laws, ordinances, or make and enforce rules and regulations with respect to the parties.

Vendors shall certify below that they are in good standings to conduct business in the State of Florida. **The awardee of any contract resulting from this solicitation shall forward a certification of good standing.** The certifications must be submitted to the UCF Purchasing Department prior to providing any goods or services required under the resulting contract. Noncompliance with this provision may constitute rejection of bids or termination of a contract at UCF's sole discretion.

#### CERTIFICATION

I certify that the company submitting a bid under this solicitation in is compliance with all applicable laws to conduct business in the State of Florida, is in good standings and will provide a certificate of good standings from the State of residence prior to initiating any performance under any contract resulting from this solicitation.

Company: \_\_\_\_\_

Authorized Representative's Name: \_\_\_\_\_

Authorized Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## BID SHEET

Line Item	Qty	Item Description	Unit Price
01	1	Parking Garage A	
02	1	Parking Garage B	
03	1	Parking Garage C	
04	1	Parking Garage D	
05	1	Parking Garage E	
06	1	Parking Garage G	
07	1	Parking Garage H	
08	1	Parking Garage I	
09	1	Lot B-1	
10	1	Lot B-2	
11	1	Lot B-3	
12	1	Lot B-4	
13	1	Lot B-5	
14	1	Lot B-6	
15	1	Lot B-7	
16	1	Lot B-8	
17	1	Lot B-9	
18	1	Lot B-10	
19	1	Lot B-11	
20	1	Lot B-12	
21	1	Lot B-13	
22	1	Lot B-15	
23	1	Lot B-16	
24	1	Lot B-17	
25	1	Lot B-18	
26	1	Lot C-1	
27	1	Lot C-2	
28	1	Lot C-3	

29	1	Lot D-1	
30	1	Lot D-2	
31	1	Lot E-1	
32	1	Lot E-2	
33	1	Lot E-4	
34	1	Lot H-1	
35	1	Lot H-2	
36	1	Lot H-3	
37	1	Lot H-4	
38	1	Lot H-5	
39	1	Lot H-6	
40	1	Lot H-7	
41	1	Lot H-8	
42	1	Lot H-9	
43	1	Lot H-10	
44	1	Lot T-200	
45	1	Inter-modal Transportation Center (ITC)	

Total \$ \_\_\_\_\_

Price for Libra Garage due to open December of 2013: \$ \_\_\_\_\_

Does your bid meet our specifications exactly?  Yes  No

If No, please detail how your bid meets or exceeds the specifications of the required item(s) and provide proof that verifies your claim.

Prices quoted are good for at least \_\_\_\_\_ days following bid opening.

Payment terms: \_\_\_\_\_.

I certify that I am an officer of the company or am otherwise authorized to contract in the name of the company for these items, and that all items bid meet all details of the documents comprising this invitation except as noted above.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
FEDERAL EMPLOYER ID NUMBER

(\_\_\_\_\_)\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
E-MAIL ADDRESS

(\_\_\_\_\_)\_\_\_\_\_  
FAX NUMBER

## **Appendix A Scope of Services**

### **1. INTRODUCTION**

The purpose of this Invitation to Bid (ITB) is to solicit bids for regular maintenance, to include the sweeping and removal of litter, trash, leaves, and other refuse, from the parking garages (including stairwells, and elevator foyers), and the open parking lots on the campus of the University of Central Florida, hereinafter referred to as “the University.”

### **2. SCOPE OF SERVICES**

There are a total of (for the purposes of this cleaning contract), nine (9) parking garages designed of precast concrete structures, one of which is currently under construction. Parking garage F is not included in this contract. There are also thirty six (36) open surface parking lots.

#### Parking Garages

There are four parking garages identified as B, C, D and I, which are four levels with approximately 1,150 parking spaces each.

There are two additional four story parking structures identified as parking garage H and A, which contain 1,323 and 1,623 parking spaces respectfully.

Parking garages G and E are five levels each and accommodate 700 parking spaces.

There is also the ongoing construction of a six level parking structure named Libra Garage that will contain 1,037 spaces with two stairwells.

These largely enclosed structures currently facilitate vehicle parking on the University. All (here noted), are to be included in the purview of this contract. Further identification of said garages are as such; there are two elevators in each of the listed parking garages A, H, G, E and Libra garage.

There are five stairwells in parking garage H and six stairwells in garage A. Garages E and G have two stairwells each. Garages B, C, D and I, have four stairwells each. Libra garage will contain two stairwells.

For the purpose of the cleaning contract, all elevators and stairwells are to be included. We also require the contractor to clean around the exterior of each stairwell, of each Garage, on the ground level, for a perimeter distance of 10 feet extending from the stair structure, and circling each stairwell.

The Garages have various gaps between the Concrete slabs. Some of these gaps are sealed with a Neoprene or Caulk product that are identified as Expansion or Control joints. These locations tend to gather and build-up dirt / debris. These areas need to be blown-out during

each scheduled cleaning so as to keep them free of foreign products that might degrade the quality of the Caulk or Membrane installed. We will identify such areas to the awarded Contractor.

For purposes of considering and preparing your estimates based on the square footage of each Garage, we present the following averages, as each deck level varies in square footage content.

Garages square footage is as follows and is **approximate**, with an average presented:

- 1) - Garages- C, D, B, and I, have approx. **104,000 sq. ft. per level**, and there are **4** levels for each Garage.
- 2) - Garage-H, is approx. **111,500 sq. ft. per level** and is **4** levels.
- 3) - Garage-A, is approx. **124,000 sq. ft. per level**, and is **4** levels
- 4) - Garages- G and E are approx. **41,000 sq. ft. per level** and are **5** levels each.
- \*\*5) - Garage-Libra, which has yet to be built is approx. **60,000 sq. ft. per level** and there are **6** levels.

#### Surface Parking Lots

Campus maps will be provided to the awarded Contractor, identifying both parking garages and lots.

There are 36 open surface lots that also currently facilitate vehicle parking on the University. These parking lots are identified as:

- 1) B- 1,2,3,4,5,6,7,8,9,10,11,12,13,15,16,17, and 18.
- 2) C- 1, 2, and 3.
- 3) D- 1, and 2.
- 4) E- 1, 2 and 4.
- 5) H- 1,2,3,4,5,6,7,8,9, and 10.
- 6) T-200

All parking lots described herein will require a complete sweeping and cleaning on the prescribed days noted, of all litter, debris, leaves, and other refuse.

#### Additional area to be included

In order to meet future parking demands on the campus, the University plans to construct additional garages/lots in the future.

Lynx Bus Station;

An **Inter-modal Transportation Center (ITC)**, (Lynx Bus Station), also serves the University. This facility is located adjacent the West Parking Garage (Garage-I), on the southern side. It consists of 8 bus parking stalls and a common entrance/exit roadway connecting the facility to Gemini Boulevard West. The ITC serves the University and

surrounding communities and municipalities through LYNX and LASER, the area's public transportation system.

This area stated will be addressed and cleaned in the same manner as prescribed for both parking lots and garages.

### **3. GOAL**

The University desires that its nine parking garages, ITC, and the 36 parking lots be kept free of all litter, trash, and other refuse. This endeavor, along with any other regular cleaning maintenance of these facilities, as needed, is desired to keep their appearance as pleasing as possible to the University community and to the general public, as well.

### **4. OBJECTIVE**

This objective is to implement a regular, comprehensive Parking Garage/ Lot/ ITC Maintenance Program to be conducted by a professional parking garage maintenance service. The provider of such a service is to be selected through a competitive bid process.

The program is to accomplish the frequent removal of all discarded paper, trash, sand, dirt, nails, broken glass, refuse, and litter, as well as any other such loose foreign objects, large and small, that may be unsightly or hazardous to persons, vehicles, and other personal or University equipment or property. Some Trash may be on Concrete ledges, and overhangs within the Garages, and must (also) be removed.

### **5. ADMINISTRATION**

The University's Manager of Parking Services, through the Parking Services' Supervisor of Operations & Maintenance, will administer the program. The successful bidder for this program will be accountable to the latter, which will have direct oversight responsibilities for the program. The successful bidder must be able to provide a daytime and night-time work/company phone number(s) that allows access to those directed to do the cleaning / removing of trash/debris. These numbers will be for both normal operational and emergency contact contingencies.

The successful Bidder must also provide E-mail addresses for primary and emergency contacts. Timely responses (24 hr. max.) to e-mail inquiries or request(s) is required for proper communications.

### **6. REQUIREMENTS**

The minimum, specific requirements for the conduct of the Parking Garage/ITC Maintenance Program are as follows:

- (1) No less than twice weekly, <sup>1</sup> every floor level of each garage is to be "blown," and/or mechanically or manually swept, as needed.
- (2) No less than twice weekly, <sup>1</sup> every stairwell of each garage is to be "blown," and/or manually swept, as needed.



- (3) No less than twice weekly,<sup>1</sup> the immediate vicinity of the ITC, to include all eight parking stalls and the common entrance/exit roadway, which connects the ITC to Gemini Boulevard West, is to be “blown,” and/or mechanically or manually swept, as needed.
- (4) No less than twice weekly,<sup>1</sup> all paved surface lots are to be “blown,” and/or mechanically or manually swept, as needed.
- (5) No less than twice weekly,<sup>1</sup> all temporary lots are to be hand-picked of litter, as needed.
- (6) Requirements of a Sweeper; The following is a **minimum** requirement for what should be a satisfactory design of Sweeper Vehicle for the vast square footage of (Asphalt) open lots and Garage (Concrete), space that is involved in this required cleaning. The type of Sweeper should be of a “Street Sweeper” design, but of a height of no more than 7’-2”. This is to ensure that the sweeper can enter the Garages and perform the same duties as it will in the open lots. The preferred abilities of said sweeper should be both “Mechanical” and “Vacuum assisted”, so as to provide the necessary cleaning needed. A “sweeping head’ of approx. 82” wide would be preferred, so as to effectively clean all surface lots and Garage surfaces alike, and within our reasonable hours of operation. (See weekly and weekend hours prescribed below). The driver or drivers of said vehicle should have all required license, and training, applicable to effectively and safely maneuvering this vehicle in both lots and garages.

**<sup>1</sup>Bi-Weekly sweeping is to occur between 6:00 P.M. Sundays and 6:00 a.m. Mondays, as well as 6:00 p.m. Wednesdays and 6:00 A.M. Thursdays.**

## 7. CONDITIONS

- A. All weekend work is to be performed during weekend periods when the campus parking congestion is at a minimum. This requirement is in order to affect the maximum amount of surface area possible in each facility. The time between 6:00 P.M., Sunday, to 6:00 A.M. Monday,<sup>2</sup> is preferred, and recommended.
- B. “Blown” or swept objects and/or materials are **NOT** to be left in the vicinity of the garages, lots or the ITC, on or near other areas of the University.
- C. All litter, debris, leaves and/or refuse that is “blown” and/or swept/collected from the garages, lots, and the ITC is to be retrieved and removed from the University campus.
- D. The successful bidder must provide their own personnel and the equipment necessary to perform the work required. All personnel working on the UCF Campus must wear company shirts and the required reflective Safety vest. Work vehicles must have the decal (magnetic or painted), signifying the company name / logo on the truck(s). All personnel working for the awarded Contractor must also carrying in their possession required picture identification, such as a Drivers’ License.

- E. No equipment owned or used by the successful bidder may be left on the University grounds when not in use. This applies to either manual or mechanical instruments.
- F. The successful bidder will be responsible for any personal injuries, and/or any damage(s) occurring to vehicles parked inside or near the facilities, or to any other personal or University property on the University campus while the bidder's personnel and equipment is on the premises, if it can be determined that the bidder caused such injury of damage.
- G. Successful bidder must be able to effectively communicate with UCF staff regarding all facets of this contract (email, landline, cellular, etc.)

## **8. CONTACT**

For additional information and/or the scheduling of a personal, on-site inspection of the parking garages and the ITC, prior to bid, please contact Mr. Thomas Pastore, Superintendent of Parking Maintenance & Operations, at (407) 823- 6767, or by Cell# 407-963-6238.

Notice; Bidding Contractors,

It is the ultimate responsibility of the Contractor to review all sites / locations to determine cost based on square footage or any other determining factors that allow the Contractor to submit an accurate bid.

**INVITATION TO NEGOTIATE ADDENDUM**

ITN NUMBER 1223LCSA OPENING DATE & TIME May 1, 2013 @ 2:00pm

ITN TITLE Parking Garage and Parking Lot Cleaning

ADDENDUM NUMBER 1

ADDENDUM DATE April 23, 2013

**PLEASE MAKE THE FOLLOWING CHANGES AND/OR REVISIONS TO THE ITN DOCUMENTS.**

**The purpose of this addendum is to provide:**

- **Answers to questions submitted**
- **Addition of 3 parking lots and Scope of Work for the College of Medicine at Lake Nona.**
- **Revised Bid Sheet - Please use this Bid Sheet**
- **New Bid Due Date: May 1, 2013 at 2:00 PM**
- **Pre-Bid Sign-in Sheet**

**PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR BID. FAILURE TO SIGN AND RETURN WITH YOUR PROPOSAL COULD RESULT IN REJECTION OF YOUR PROPOSAL.**

\_\_\_\_\_  
PROPOSER SIGNATURE

\_\_\_\_\_  
PRINT OR TYPE PROPOSER'S NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE NUMBER

## **Scope of Work for College of Medicine Parking Lots**

The following location will be included as part of the Garage / Lot cleaning Bid:

College of Medicine, 6850 Lake Nona Blvd., Orlando, FL 32827.

This location encompasses 3 open parking lots of different sizes that will be needed to be cleaned only **one (1)** time per month in the evenings between the hours noted for all other cleanings similar to the Main Campus. **\*Note** -This is contrary to the (2 times a week) requirements set forth for the UCF campus, so please design your estimate accordingly. These lots are not physically labeled but for the purposes of this bid they will be referred to as lots 1, 2 and 3 (see attached Revised Bid Sheet).

There is no specific day for this cleaning, but we request that you contact us at least 24 hours prior to your evening cleaning, should there be an event or concern that may require your cleaning on another date. Invoicing for these lots will be same as those for the main campus.

1. Since it is a matter of public record anyway what is the current contract price for the sweeping and has any of the specs/scope of work changed from that contract to the one we are now bidding on?

**Answer:** Current monthly cost is \$6,948.33 per month or \$83,379.96. There are 5 less parking lots.

2. If we pay for and manage it can we place dumpster on campus/onsite to dump the sweeper clippings in so we do not have to waste fuel and time leaving the property to dump the sweeper hoppers when they fill up?

**Answer:** No. The University is not willing to assume a Liability risk keeping someone else's property on-site.

3. Will the university provide the contractor with a trash container to dispose all the garbage collected from the facilities?

**Answer:** The Contract is specific in that the awarded Contractor is solely responsible for removing all collected garbage off-site. That includes the manner in which they remove such garbage.

4. Will the contractor be responsible to empty the trash cans?

**Answer:** Not necessarily, but we ask for specifics times and specific locations when their assistance may be desired.

5. Could you provide a campus map that shows the locations of the parking facilities

**Answer:** Use the following link for Campus Parking Map:

<http://parking.ucf.edu/files/2011/07/UCF-Parking-Map.jpg>

6. Are the two days per week noted in the RFP (Sunday and Thursday nights) the only nights that the contractor could perform the work or the

**Answer:** Those are the best recommended days. There may be times when those days will have to be shifted for another day, but usually on a temporary basis. Any changes must be done on a mutually agreed upon time.

7. Is the University open to the contractor providing other recommendations?

**Answer:** We are willing to listen to and consider any innovative suggestions, but cannot guarantee that suggestions will be indoctrinated into the processes of the contract.

8. The RFP requires the removal of all trash, debris, etc. Is the contractor will not be responsible for cleaning the elevators or windows?

**Answer:** The Elevator Foyers (floors) are required to be cleaned. The elevators and the windows are being cleaned by other parties.

9. If the university doesn't provide a trash container, will you allow the contractor to have a trash container positioned within the university?

**Answer:** Once again, we do not provide containers and the Contractor is solely responsible for removing all collected trash off the campus, using their own equipment / facilities.

10. Will a storage area be provided -if so what is the size and where?

**Answer:** No storage areas will be provided or allowed.

11. What is the current staffing and hours worked?

**Answer:** Each Contractor performs in the manner that best suits their crew and equipment. We feel that you will need the whole 8 hours to clean, therefore, 9:30 p.m. to 6 a.m. are the best hours for such work. The equipment you provide will determine the crew size, but 6-8 personnel may serve you best.

12. What is the current contractor pricing?

**Answer:** See answer to question #1

13. Why is the contract out for bid?

**Answer:** Change in requirements.

14. What is the cleaning requirements after special events?

**Answer:** All areas are usually cleaned directly after the events by other contracted or Campus cleaning crews. We merely wish to let you know so your personnel can be more vigilant in observing any garbage that may have been missed.

15. Can you provide a schedule of the special events and cleaning needs?

**Answer:** Special Events are not always immediately known. We will provide notice of special events to the awarded Contractor as they are announced.

16. How are Acts of God ie hurricanes and severe storms addressed towards the cleaning?

**Answer:** You will be updated on when you may return to the campus for your normal, timely cleaning, but in the initial stages you may be restricted, (based on the circumstances involved), from attending to your regular cleaning schedule.

17. What about items adhered to the parking surface ie gum, oil spills etc.?

**Answer:** These items are usually cleaned during separate Pressure Washing cleaning contracts. You are not required to clean / remove these items. \*\*We recommend that should you see any oil spills , old batteries, tires, etc., to contact us directly, so we can address.

18. Can we provide the license you are requiring for the proposal prior to the takeover if awarded the contract as this is an additional expense not needed for companies bidding if they are not awarded the contract. (page 4 #8).

**Answer:** The University is seeking experienced contractors who perform and are experienced in this type of service. We are asking contractors to supply applicable licenses and/or certifications

if they have them. The contractor should be a registered vendor in the state of Florida and must submit a copy of their business license with their bid.

19. The scheduled you provide for the work is only 2 nights-is this flexible to include additional nights as this is a short time period for the amount of work requested (which increases the price to the University). Additional nights will allow a more competitive bid ie lower price for the University.

**Answer:** In retrospect, we are returning to the 12 hour cleaning period of 6:00 p.m. to 6:00 a.m. on the prescribed days of Sunday and Wednesday evenings, but with the stipulation that you (the Contractor), focus on the Parking Lots first, due to the congestion you may encounter in some of the Garages during the early hours of 6:00 p.m. to around 10 or 11 p.m. This will allow for more time to clean without adding any additional days to the contract.

20. What is the reason for the street sweeper request as it is much more cost effective to have garage sweepers which will save the University money and be just as effective. Can we use garage sweepers?

**Answer:** The specifications for the desired sweeper is a minimum requirement. The contractor must provide a sweeper that meets or exceeds the minimum requirements.

21. I wanted to know what the initial and final bid amounts for the current contractor that is responsible for the cleaning of parking garages and parking lots?

**Answer:** Initial contract award \$70,200 per year. Final contract price \$83,379.96.

22. Under the unit price, do you want the price per service or the price for the two services? Example Parking garage A would be \$60.00 for one service or do you want the total of \$120.00 for the two services per week?

**Answer:** The unit price will be the **yearly** cost to clean each individual lot and garage.

## REVISED BID SHEET

Line Item	Qty	Item Description	Unit Price (Yearly)
01	1	Parking Garage A	
02	1	Parking Garage B	
03	1	Parking Garage C	
04	1	Parking Garage D	
05	1	Parking Garage E	
06	1	Parking Garage G	
07	1	Parking Garage H	
08	1	Parking Garage I	
09	1	Lot B-1	
10	1	Lot B-2	
11	1	Lot B-3	
12	1	Lot B-4	
13	1	Lot B-5	
14	1	Lot B-6	
15	1	Lot B-7	
16	1	Lot B-8	
17	1	Lot B-9	
18	1	Lot B-10	
19	1	Lot B-11	
20	1	Lot B-12	
21	1	Lot B-13	
22	1	Lot B-15	
23	1	Lot B-16	
24	1	Lot B-17	
25	1	Lot B-18	



26	1	Lot C-1	
27	1	Lot C-2	
28	1	Lot C-3	
29	1	Lot D-1	
30	1	Lot D-2	
31	1	Lot E-1	
32	1	Lot E-2	
33	1	Lot E-4	
34	1	Lot H-1	
35	1	Lot H-2	
36	1	Lot H-3	
37	1	Lot H-4	
38	1	Lot H-5	
39	1	Lot H-6	
40	1	Lot H-7	
41	1	Lot H-8	
42	1	Lot H-9	
43	1	Lot H-10	
44	1	Lot T-200	
45	1	Inter-modal Transportation Center (ITC)	
46	1	College of Medicine Lake Nona Lot #1	
47	1	College of Medicine Lake Nona Lot #2	
48	1	College of Medicine Lake Nona Lot #3	

Total \$ \_\_\_\_\_

**Monthly** Price for Libra Garage due to open December of 2013: \$ \_\_\_\_\_

Does your bid meet our specifications exactly? \_\_\_ Yes \_\_\_ No

If No, please detail how your bid meets or exceeds the specifications of the required item(s) and provide proof that verifies your claim.

Prices quoted are good for at least \_\_\_\_\_ days following bid opening.

Payment terms: \_\_\_\_\_.

I certify that I am an officer of the company or am otherwise authorized to contract in the name of the company for these items, and that all items bid meet all details of the documents comprising this invitation except as noted above.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
FEDERAL EMPLOYER ID NUMBER

(\_\_\_\_\_)\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
E-MAIL ADDRESS

(\_\_\_\_\_)\_\_\_\_\_  
FAX NUMBER