



REQUEST FOR PROPOSAL # 19-01A

REPOSTED AUGUST 21, 2019

SUNCOAST AQUATIC NATURE CENTER ASSOCIATES, INC. (SANCA) FACILITIES
& OPERATIONS

INTERIOR CLEANING SERVICES

at

NATHAN BENDERSON PARK

Date of Issue: August 21, 2019

Due Date / Time: September 17, 2019 by 2:30 p.m. ET

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**INVITATION FOR PROPOSALS
INTERIOR CLEANING SERVICES FOR:**

**NATHAN BENDERSON PARK
SARASOTA, FL**

Suncoast Aquatic Nature Center Associates Inc. (SANCA) is seeking proposals from qualified Contractors to provide commercial interior cleaning defined in Exhibit A in the Scope of Services. SANCA seeks a Provider who will work cooperatively with SANCA to meet their mission. Days of the week and times of day for services to be performed will be mutually agreed upon before a contract is executed.

The RFP will be posted on the SANCA website on or before August 21, 2019 at <https://nathanbendersonpark.org/> and shall remain posted until a contract is executed with the selected Contractor. Any addendums to the RFP will be posted to the website.

Potential Proposers must email joan@sanca.us to indicate an intention to respond. Provide the name, title, address, telephone and email address of the contact person. Addenda will be posted to the SANCA website; a courtesy email regarding addenda and contract award will be sent to all potential Proposers that provided notice of intent to respond.

Proposals shall be submitted in a sealed package, the outside of the package shall bear the name of the Proposer, "Nathan Benderson Park Interior Cleaning RFP", and RFP #19-01A. Submit proposals by mail, express carrier or hand-delivery. The SANCA shall not be responsible for the failure of any mail or delivery services to deliver prior to the stated deadline. No facsimile, telephonic, electronic, or telegraphic submittals will be accepted. Proposals received after the scheduled date and time for submittal will not be considered but can be claimed by the owner within ten (10) calendar days of the submittal deadline or if not retrieved within the stated timeframe, may be destroyed by the SANCA.

The SANCA reserves the right to accept or reject any or all proposals in its sole and absolute discretion, whether or not reasonable, either with or without cause, to waive technical errors and informality, to postpone the award of the contract, to elect not to proceed with the subject award process and to accept a proposal or portion of a proposal, which in its judgment best serves the SANCA. The SANCA reserves the right to reconsider any proposal submitted at any phase of the process. It also reserves the right to meet with select Proposers at any time to gather additional information.

Any and all questions relative to the RFP shall be directed in writing only to the Business Administration Manager, Joan Zimmer via email to joan@sanca.us.

INSTRUCTIONS TO PROPOSERS

SECTION 1. BACKGROUND.

SANCA is a not-for-profit 501c3 business created to manage Nathan Benderson Park (NBP), a Sarasota County park that is a community/public asset and world class, multi-use sports venue. The park is a 600-acre park that incorporates a 400-acre lake in Sarasota, FL and is open to the public and offers year-round recreational opportunities for all ages. Park visitors may walk, jog, or ride on neatly manicured trails; take to the water with a canoe, rowboat, kayak, or stand-up paddleboard.; enjoy an afternoon picnic; or become a spectator to a thrilling international championship event. The finish tower's second, fifth and sixth floors are available for rentals for private parties, conferences, banquets, and meetings; the second floor features a 2,100-square-foot indoor meeting space and an outdoor terrace; the fifth floor features a 2,100-square-foot space with an outdoor balcony; and the sixth floor is a 2,600-square-foot open-air deck.

SANCA's mission is to improve the quality of life for our community and be an economic generator for our region.

- Boat ramp for small, non-motor watercraft, rowboats and kayaks
- Running/biking trail encircling the picturesque 400-acre lake
- A full calendar of events; including July 3 fireworks on the lake and rowing regattas
- Parking areas
- Picnic areas
- Pet friendly
- Event Garden and playground
- Six story Finish Tower building

Park hours are April – October 6:00 am to 8:00 pm and November – March 6:00 am to 6:00 pm
The park is open 365 days per year.

SECTION 2. DUE DATE.

Submit one (1) original and four (4) hard copies and an electronic version on a USB Flash Drive (not password protected) of the required proposal no later than:

Due September 17 by 2:30 p.m. ET

Send to: Joan Zimmer
 SANCA
 5851 Nathan Benderson Circle
 Sarasota, FL 34235

Proposals shall be submitted in a sealed envelope enclosed in a separate envelope/package; the outside of the package shall bear the name of the Proposer, "Nathan Benderson Park Interior Cleaning RFP", and RFP #19-01A. Proposals shall be stapled in the upper left corner and not placed in binders or be bound. Submit proposals by mail, express carrier or hand-delivery. The SANCA shall not be responsible for the failure of any mail or delivery services to deliver prior to the stated deadline. No facsimile, telephonic, electronic, or telegraphic submittals will be accepted Any proposal not completed as specified or missing the required

proposal documents may be disqualified at the SANCA's discretion.

Firms or individuals submit their proposals on a voluntary basis and therefore are not entitled to compensation of any kind. The SANCA shall not be obligated or liable for any expenses incurred by Proposers. All costs to prepare and submit a response to this RFP shall be borne by the Proposer.

SECTION 3. SIGNATURE ON PROPOSAL.

The proposer must execute all SANCA forms, affidavits, and acknowledgments for which signature and notary blocks are provided using blue ink. If the proposal is made by an individual, that person's name and business address shall be shown. If made by a partnership, the name and business address of an authorized member of the firm or partnership shall be shown. If made by a corporation, the person signing the proposal shall show the name of the state under the laws of which the corporation was chartered. In addition, the proposal shall bear the seal of the corporation. Anyone signing the proposal as agent shall file with the proposal legal evidence of his/her authority to do so. All proposals must be type written. No correction fluid or labels covering printing are permitted. If a correction is necessary, draw a single line through the entered figure and enter the corrected figure above it. Corrections must be initialed by the person signing the proposal.

SECTION 4. FAMILIARITY WITH THE PROJECT.

Before submitting a proposal, the Proposer shall carefully read the scope and specifications (Exhibit A) and fully inform itself as to all existing conditions and limitations. Submitting a proposal is a certification by the Proposer that the Proposer is familiar with the scope and specifications as well as all areas where work is to be performed. No additional compensation or relief from any obligations of the contract agreement will be granted because of lack of knowledge of the site or conditions under which the contemplated work will be performed.

Tentative Schedule

August 21, 2019	RFP re-posted by SANCA
September 5, 2019	Deadline to submit questions by 4:00 pm ET
September 10, 2019	Deadline for answers posted as addendum on web site by 5:00 pm ET
September 17, 2019	Deadline 2:30 pm ET to submit proposal
October 15, 2019	Evaluation of proposals and recommendation of contract award

SECTION 5. FAMILIARITY WITH THE LAW.

By submitting a proposal, the Proposer is assumed to be familiar with the SANCA's operating rules and procedures, as well as all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the provision of the requested services. Ignorance on the part of the Proposer will in no way relieve it from responsibility to provide the services and fulfill such other obligations covered under the proposal in compliance with all such laws, ordinances and regulations.

The SANCA is subject to the Florida's Government in the Sunshine Law.

SECTION 6. QUALIFICATIONS OF PROPOSER.

The SANCA contract, if awarded, will only be awarded to a responsible Proposer who is qualified and has the ability to provide the services specified herein, at the sole and absolute discretion of the SANCA. The Proposer shall submit with its proposal satisfactory evidence of a history of fulfillment of similar contracts and show that it is fully prepared with the necessary organization, personnel, capital, and equipment to provide the specified services. See Exhibits D-J for required information.

Proposer shall not subcontract all or any portion of the services defined in the RFP without prior written approval from the SANCA. Subcontracting without prior approval may result in termination of the contract for default. Contractors using sub-contactors are responsible for ensuring sub-contractors are properly licensed if applicable and have and maintain the same insurance coverages outlined below in Section 14. SANCA reserves the right to request evidence of such licenses and insurance coverages at any time with proper notice.

SECTION 7. COLLUSION.

Proposers shall be immediately disqualified, and their proposals rejected if the SANCA has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 8. INTERPRETATIONS AND ADDENDA.

All questions about the meaning or intent of the RFP are to be directed in writing only to Joan Zimmer at joan@sanca.us. Interpretations and clarifications considered necessary in response to such questions will be issued by Addenda and posted to the SANCA website; Proposers recorded as having interest in submitting a proposal will receive a courtesy email directing them to the web site. Any inquiry or request for interpretation received before 4:00PM on September 5, 2019 will be given consideration. Questions will be answered only by formal written Addenda, which will be binding. No interpretations will be given verbally. All questions and answers will be posted to the SANCA web site by 5:00 pm on September 10, 2019.

SECTION 9. MODIFICATIONS AND WITHDRAWAL.

Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are submitted at any time prior to the time and date the proposals are due.

SECTION 10. PROPOSAL FORMS.

All blanks on the proposal forms, Exhibit K, must be completed in blue ink or typewritten; additional sheets of paper may be used if needed. In making its proposal, each Proposer represents that it has read and understands the RFP and that the proposal is made in accordance therewith, including verification of the contents of the RFP. Failure to supply any requested information and submit fully completed forms may result in disqualification. Proposers may be contacted for further discussion, clarification and negotiations, if necessary. The SANCA may then select the Proposer it feels can best meet its needs and may enter into a contract for services from that Proposer.

SECTION 11. BASIS OF AWARD/RIGHT TO REJECT.

The SANCA reserves the right to reject any and all SANCA proposals in its sole and absolute discretion, whether or not reasonable, make modifications to the SANCA work, and waive any informalities or irregularities in SANCA proposals as it is deemed in the best interest of the SANCA up until such time as a contract has been fully executed by both parties.

SECTION 12. CONTRACT AWARD AND SERVICE AGREEMENT TERM.

Within fourteen (14) days of receipt of the SANCA contract, the Proposer shall enter into and execute a contract agreement. If a Proposer to whom a SANCA contract is awarded forfeits and fails to execute a contract agreement within the fourteen-day timeframe, the contract award may be annulled at the SANCA's option. If the award is annulled, the SANCA may, at its sole discretion, award the contract to the next highest ranked Proposer, re-advertise, perform the work by day/temporary labor, or through in-house operations. The SANCA and the selected Contractor will execute a contract for the SANCA for a term of two (2) years with the option to renew for three (3) additional one (1) year periods. The Contractor's performance for the contract period will be continually monitored for compliance with the terms and requirements of the contract work. Contractor and the SANCA are required to provide written notice ninety (90) days in advance of contract expiration date of their decision to renew or terminate the contract. In the event either party chooses to terminate the contract, Contractor, if requested by the SANCA, agrees to perform the services on a month-to-month basis until the SANCA is under contract with a new Contractor. This RFP does not guarantee that a contract will be awarded. The SANCA reserves the exclusive right to reject any and all proposals. The SANCA reserves the right to award by individual RFP or two or more RFPs in one contract for similar services.

SECTION 13. CHANGES/MODIFICATIONS.

The SANCA reserves the right to order changes in its scope of work and resulting contract. The successful Contractor has the right to request an equitable price adjustment in cases where modifications to the contract under the authority of this clause result in increased costs to the Contractor. Price adjustments will be based on the prices proposed by the Contractor in response to this solicitation. Any contract resulting from this solicitation may be modified upon written and mutual consent of both parties.

SECTION 14. INSURANCE.

All Proposers shall include as part of their proposal a newly issued Certificate of Insurance demonstrating the company's insurance coverage. In the event the Proposer is notified of award for the SANCA work, it shall provide proof of Insurance Coverage with minimum limits as specified, identify the SANCA and Sarasota County, its officers, employees and agents as additional insured's, as more specifically to be stated in the contract to be executed, within fourteen (14) calendar days after notification, or within such approved extended period as may be granted. Failure to provide proof of insurance coverage at the required limits shall constitute a default and the SANCA may proceed as referenced in Section twelve (12) above.

The Contractor shall obtain, at its sole expense, all insurance required in the following paragraphs and shall not commence work until such insurance is in effect and certification thereof has been received and approved by the SANCA. If any required insurance policy expires during the term of the agreement, Contractor must provide a certificate of insurance to the SANCA as evidence of policy renewal prior to such policy expiration.

Proposer's signature on this proposal indicates Proposer agrees to obtain additional coverage if needed and understands that failure to comply may result in rejection of proposal.

Workers' Compensation Insurance, with limits of \$500,000 per occurrence, \$500,000 aggregate, and \$500,000 per disease.

Commercial General Liability with limits no less than \$1,000,000 per occurrence and \$3,000,000 aggregate, including contractual liability.

Commercial Automobile Liability with limits no less than \$1,000,000 per occurrence for bodily injury and property damage for any vehicle used during performance of contract services, including coverage for owned, hired, and non-owned vehicles. Evidence of automobile coverage is only necessary if vehicles are used in the provision of services.

SECTION 15. INDEMNIFICATION.

The Proposer awarded a contract for the SANCA work shall fully indemnify, defend and hold harmless the SANCA, its officers, agents, and employees from and against all claims, liability, damages, expenses and loss arising, in whole or in part, as more fully set forth in the Contract form, to be executed.

SECTION 16. LIMITATION OF LIABILITY.

U.S. postal service money order, certified cashier's check or such other form of surety as the SANCA's counsel may approve. All bonds shall be made payable to the SANCA. Failure to post such bond within the requested time period shall result in the protest being dismissed by the SANCA, with the Proposer afforded no relief.

If the person or firm protesting the award prevails, the bond shall be returned to the protestor; however, if, after completion of the formal protest hearing in which the SANCA prevails, the bond shall be applied to payment of the costs and attorney fees incurred by the SANCA relative to the protest. The entire amount of the bond shall be forfeited if the SANCA determines that a protest was filed for a frivolous or improper purpose, including, but not limited to, the purpose of harassing, causing unnecessary delay, or causing needless cost for the SANCA or other parties.

SECTION 17. EVALUATION OF PROPOSALS.

The proposals shall be ranked on the criteria but not limited to the items listed in the Evaluation Criteria sheet (Exhibit B), contained within the RFP. The process for selecting a Contractor for the services will involve the following:

Stage One: Proposal Evaluation Upon receipt of the packages from respondents, the SANCA will review and evaluate all qualified proposals, and may ask further clarifying questions, if needed. SANCA reserves the right to visit other properties serviced by respondent and to request best and final costs.

Stage Two: Contract Execution Following evaluation, the SANCA will work with the selected Contractor to begin contract negotiations. In the event negotiations of specific contract terms, conditions and fees prove unsuccessful with this Contractor, the contract process will begin with the next highest ranked Contractor.

Proposals may be held for a period not to exceed 120 days from the date of proposal opening for the purposes of reviewing the proposals and investigating the qualifications of the Proposers, prior to executing a contract agreement. During this time, all provision of the submitted proposal must be in effect, including pricing. The SANCA may visit the Proposer's facilities as part of the evaluation process. The SANCA's award will be based on the proposal that is most advantageous to the SANCA.

SECTION 18. BLACKOUT PERIOD/CONE OF SILENCE.

The blackout period is defined as between the time the Invitation for Proposals is issued and the time the respective committee/Boards award the contract. During this blackout period, any attempt to influence the thinking of staff or officials related to a solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication, will result in disqualification of their award and/or contract.

Anyone attempting to lobby SANCA representatives will be disqualified. This does not apply to pre-solicitation conference, contract negotiations, or communications with staff not concerning this solicitation.

SECTION 19. PRICING.

This RFP is posted in conjunction with RFP # 10-02A for exterior cleaning at NBP. In the event a proposer can offer a lower cost if awarded both contracts (interior and exterior cleaning), that information should be submitted as a letter in both proposal packages stating the percentage discount SANCA would receive. Proposers shall submit their price information on the supplied forms with all blank spaces completed (Exhibit K). Proposers shall also sign the required forms in blue ink. Each line item shall be clearly stated and cover all charges including incidental expenses, applicable taxes, insurance, overhead and profit. Proposers will not be allowed to make any substitutions in materials, quantities or frequencies during the proposal process. Proposers shall guarantee that their pricing shall not increase throughout the term of the contract agreement executed.

SECTION 20. REFERENCE TERMS.

Any headings in this document are for the purposes of reference only and shall not limit or otherwise affect the meaning thereof. Any reference to gender shall be construed to include all genders, firms, partnerships or corporations. References in the singular shall be construed to include the plural and references in the plural shall be construed to include the singular. Any reference to the "SANCA" shall be construed to refer to Suncoast Aquatic Nature Center Associates, Inc. and the SANCA shall be the legislative authority for all matters concerning the SANCA and the SANCA's resulting contract.

SECTION 21. ADDITIONAL TERMS AND CONDITIONS.

No additional terms and conditions included with the proposal response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to the proposal, with the exception of a letter specifying a percentage discount if awarded contracts to perform both interior and exterior cleaning at NBP. If submitted either purposefully through intent or design or inadvertently appearing separately in transmitting letters, specifications, literature, price lists or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this proposal and the Proposer's authorized signature affixed to the proposal attests to this.

**SCOPE OF SERVICES AND SCHEDULE FOR INTERIOR CLEANING AT
NATHAN BENDERSON PARK**

SANCA is committed to providing park visitors a world-class experience by meeting or exceeding the visitors' expectations. This means being the best of the best. Aside from the attributes of the facility is the need for a superior standard of cleanliness throughout the park. Restrooms are utilized regularly throughout the day and it is important that families and patrons always feel facilities are sanitary, clean and supplied. The restrooms at NBP must be immaculate and have cleaning performed to each a minimum of three times per day. Nothing at NBP should appear unclean at any time or be out of service.

- | | |
|--|---|
| 1. SANCA Office | Daily, Weekly, Monthly and Quarterly
5857 Nathan Benderson Circle |
| 2. Operations Office | Daily, Weekly, Monthly and Quarterly
5865 Nathan Benderson Circle |
| 3. Finish Tower: | Daily, Weekly and Monthly
5851 Nathan Benderson Circle |
| 4. 500 Meter Restroom | Daily, Monthly
1800 World Championship Drive (west side of lake) |
| 5. Event Garden/Playground Restroom | Daily, Monthly
700 World Championship Drive (north end of park) |

SANCA is requesting proposals for cleaning of interior facilities at NBP. All labor, housekeeping equipment and chemicals should be included in the price quotation. Paper supplies, hand soap and trash bags shall be supplied by SANCA. Proposer's staff assigned to NBP must keep a "maintenance needed" log book to be shared with SANCA Director of Operations and Facilities whenever an item is recorded. This would include items such as but not limited to burned out lightbulbs and leaking fixtures.

Proposers shall provide all transportation necessary, including but not limited to transportation within the park to service all locations.

DAILY TASKS ARE TO BE PERFORMED 365 DAYS A YEAR

SOME TASKS ARE TO BE PERFORMED MULTIPLE TIMES PER DAY AS SPECIFIED

Interior Cleaning Activity

Restrooms	Always have soap and towel dispensers that are filled and operational, waste cans that are not overflowing, no soiled or stained surfaces and no foul odors
Daily	Maintain and stock inventory of paper supplies
	Dust all cobwebs down-interior
	Wipe interior walls and stalls
	Clean toilets, urinals and toilet seats; wash inside and outside of toilets and urinals (pay attention to the underside of the outside bowls), wipe and clean all areas of toilets seats, and clean the flush handles. Wipe any drips of cleanser or water remaining after the cleaning process.
	Clean and polish mirrors
	Clean counters, sinks, hand drier and faucets and wipe all free of water
	Wipe clean outside of soap dispenser
	Sweep floors
	Mop floors and remember to place "wet floor" sign at the entrance and remove when dry; the sign may not remain out the entire day.
	Clean exterior door
	Clean drinking fountains
	Remove trash, replace liners as needed, keep recyclables separate
Monthly	Pour enzyme down drains
	Deep clean floor surfaces with a floor cleaner chemical on restroom floors; specifically, on the 1 st Floor of Finish Tower, Playground and 500-meter building. Other restroom floors to be done on an as needed basis, but at a minimum frequency of quarterly
Tower	
Daily	Vacuum carpets on each level
	Spot clean carpets
	Sweep and mop hard surface floors
	Clean each single and gang restroom on each floor including ground level with criteria listed above
	Re-stock restroom supplies
	Clean toilets, urinals and toilet seats; wash inside and outside of toilets and urinals and wipe and clean all areas of toilets seats
	Spot clean interior glass
	Sweep decking platforms on each level
	Remove trash and replace liners as needed, keep recyclables separate
Weekly	Mop decking platform
	Clean mini-bar area on each level
	Clean exterior and interior of coolers/refrigerators
	Vacuum elevator floor and clean walls and doors with stainless steel cleaner
	Clean all interior storage spaces
	Keep all interior storage spaces organized
	Clean all doors
	Clean all exterior doors and sills
Monthly	Shampoo/steam clean carpets

Offices	
Daily	Remove trash and replace liners as needed, keep recyclables separate
	Vacuum and/or sweep
	Clean toilets, urinals and toilet seats; wash inside and outside of toilets and urinals and wipe and clean all areas of toilets seats
Weekly on Sunday	Sweep and mop/vacuum carpets
	Dusting and wipe down of furnishings, window sills, doorways, fixtures; including kitchen
	Deep sanitization of restrooms and kitchen
	All restroom tasks outlined under "restrooms" above if not performed daily
	Wash all interior windows including glass on all doors
	Re-stock supplies
Monthly	Open and clean all ceiling light covers
	Spot clean carpet as needed
Quarterly	Shampoo carpets and clean tile

Exhibit B

EVALUATION CRITERIA SHEET

All proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon the information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. The following criteria will be given considerable weight in the proposal selection process and is not listed in order of importance:

1. Proposals received by the stipulated deadline must be in the correct format
2. Results of communications with references supplied by Proposer
3. Demonstrated performance and alleged ability to deliver consistent services per a frequency schedule of tasks to be performed (evidenced by photos or site visit to properties serviced by Proposer)
4. Proposer's ability to supply qualified personnel having the knowledge, skills, and any required certifications required to effectively and efficiently execute proposed services.
5. Proposer's ability to service the park 365 days per year and with greater frequency per day if requested during or in preparation of special events or for special projects
6. Overall cost effectiveness

Proposer agrees that the SANCA may contact all submitted references to obtain any and all

information regarding Proposer's performance.

EXHIBIT C

QUALIFICATION STATEMENT

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Exhibit D

Provider Background Questions

Provide a brief statement about your organization. Include answers to the following questions in your written response. Limit written response to a maximum of 3 pages.

1. Discuss your organization's operation, including number of years in business, company history and facilities cleaned.
2. Discuss how your organization will contribute to a world-class property; include how you will meet or exceed quality standards throughout the NBP.
3. Discuss your organization's capability and experience to provide the services outlined in the scope of work, including key staff, equipment, sub-contractors used, etc. Provide a brief resume/job description for each key employee with hourly rate who will furnish professional and technical support expertise on this contract. This should include the following: (a) their functions in the company (b) their title and number of years of service with the company (c) their years of experience in the maintenance of comparable properties, and (d) number of full-time, part-time, seasonal, and supervisory employees on your payroll. Include how you will hire and train additional employees if you are awarded a contract as a result of this RFP. Describe your backup staffing plan to cover absenteeism and vacant positions.
4. Do you have a drug-free workplace policy? If so, include a copy of the policy from your employee handbook or whatever method is used to ensure the employee is aware of the policy and ramifications.
5. Describe how you will schedule/assign tasks to each job description any your reporting system for effectiveness.
6. Provide your organization's hours of operation and holiday operating schedule.
7. Provide a list of contracts held with other indoor facilities similar in size to NBP or outdoor facilities that have similar components to NBP.
8. Provide four references of major customers for which your organization has provided services for in during the past two (3) years.

Exhibit E

PROPOSER'S QUALIFICATION STATEMENT FOR INTERIOR CLEANING SERVICES

1. Proposer: _____
(Full Legal Company Name)
 Partnership
 Corporation
 Subsidiary Corporation

Parent Company Name: _____

Parent Company Address: Street Address: _____

_____ PO Box (If any): _____

City: _____ State: ____ Zip: _____

Phone _____

FAX _____

1st Contact Name: _____

Title: _____

2nd Contact Name: _____

Title: _____

Proposer Company Address (if Different):

Street Address: _____

PO Box (If any): _____ City: _____ State: ____ Zip: _____

Phone: _____

Fax: _____

1st Contact Name: _____

Title _____

2nd Contact Name: _____

Title: _____

Remittance Address (If different)

Street Address or PO Box

City _____ State

_____ Zip _____

List the location of the office from which the proposer would provide services to the SANCA.

Street Address: _

City:

—

State: ____ Zip: _____

Phone: _____

Fax: _____

Contact Name: _____

Title: _____

Do the workers originate from this location? _____ Do you incorporate

travel time to and from the NBP into your fee structure? _____

2. Is the Proposer incorporated in the State of Florida? Yes () No ()

If yes, provide the following:

Is the Company in good standing with the Florida Department of State, Division of Corporations? Yes () No ()

If NO, please explain _____

Date Incorporated _____

Charter no. _____

If no, but incorporated, provide the following:

The State with whom the Proposer's company is incorporated? _____

Is the company in good standing with the State? Yes () No ()

If NO, please explain _____

Date incorporated _____

Charter No. _____

Is the Proposer company authorized to do business in the State of Florida? Yes () No ()

If Proposer is not incorporated, please identify the type of business entity (i.e.: Limited Liability Company, Partnership, etc.) and the number of years Proposer has been in the business of providing interior cleaning services.

3. Has the Proposer's company provided services for the SANCA or similar community development previously? Yes () No ()

If Yes, provide the following:

Number of contracts Proposer has executed with community development SANCA's and/or similar communities during the past five (5) years and the names of the entities as well as the length of the contract and whether each such community is still a current client. **Please also see the attached experience section.**

4. List the Proposer's total annual dollar value of comparable contracts for each of the last three (3) years starting with the latest year and ending with the most current full year.
5. What is the Proposer's current insurance limits? Submit a newly issued certificate of insurance.

General Liability:

Automobile Liability

Umbrella Coverage

Workers Compensation:

Expiration Date:

6. Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts in any state(s)? Yes () No () If so, state the name(s) of the company(ies) _____

The state(s) where barred or suspended: _____

State the period(s) of debarment or suspension: _____

7. Has the Proposer ever failed to fulfill its obligations under any contract awarded to it?
Yes () No () If so, where and why? _____

8. Has any officer or partner of the Proposer ever been an officer, partner, or owner of some other organization that has failed to fulfill job duties or otherwise complete a contract?
Yes () No () If so, state name of individual, other organization and reason therefore.

9. List any and all litigation to which the Proposer or any of its affiliates has been a party in the last five (5) years.

10. Has the Proposer or any of its affiliates ever been either disqualified or denied prequalification status by a governmental entity? Yes () No () If so, discuss the circumstances surrounding such denial or disqualification as well as the date thereof.

11. List four (4) current clients including contact persons and telephone numbers as well as their contract value and length of service:

12. List three (3) jobs (including company, contact person, and telephone number) lost in the previous twelve (12) months and the reason(s) why:

13. List certified technicians and include number of years of experience and date of last certification:

14. Attach current financial statements, prepared within the last one hundred either (180) days, showing current financial resources, liabilities, capital equipment and historical financial performance for the past one year.

15. Attach any certifications or documentation regarding educational experience of key personnel that would assist the SANCA in evaluating the quality and experience of such personnel

16. Key Personnel: Describe any experience of the principal individuals (Foremen, Superintendents, etc.) who are responsible for the actual interior cleaning services work of your organization and who will be assigned to this contract if awarded to contractor.

(Name)	(Position)	
(Type of Work)	(Yrs. Experience)	(Yrs. w/ Firm)

(Name)	(Position)	
(Type of Work)	(Yrs. Experience)	(Yrs. w/ Firm)

(Name)	(Position)	
(Type of Work)	(Yrs. Experience)	(Yrs. w/ Firm)

(Name)	(Position)	
(Type of Work)	(Yrs. Experience)	(Yrs. w/ Firm)

(Name)	(Position)
(Type of Work)	(Yrs. Experience) (Yrs. w/ Firm)

17. Indicate how the SANCA staff will know on any day when Proposer’s staff are on-site servicing the NBP and when they leave the NBP for that specific day.

18. Indicate your agreement that in the event the Proposer does not have a supervisor for the workers on site, the SANCA Director of Facilities and Operations may give direction to Proposer’s workers if it is for a service listed in this RFP. Yes (___) No (___).

19. The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any pertinent information requested by the SANCA or its authorized agents, deemed necessary to verify the statements made in this document or documents attached hereto, or necessary to determine whether the SANCA should consider the Proposer for bidding on the interior cleaning services invitation for proposals, including such matters as the Proposer’s ability, standing, integrity, quality of performance, efficiency and general reputation.

Name of Proposer	
	(Name & Title of Person Signing)

This _____ day of _____, 20____.

(Corporate Seal)

Sworn to before me this _____ day of _____, 2014.

(Seal)	Notary Public/Expiration Date
--------	-------------------------------

Exhibit F

CORPORATE OFFICERS

Company Name _____

Date _____

Provide the following information for Officers of the Proposer and parent company, if any.

Name of Proposer	Position or Title	Corporate Responsibilities	Individual's Residence City, State
For the Parent Company (if applicable)			

Exhibit G

AFFIDAVIT FOR INDIVIDUAL

State of: _____

ss: _____

County of _____

_____, being duly sworn, deposes and says that the statements and answers to the questions concerning the qualification statement and corporate officers contained herein are correct and true as of this date; and that he/she understands that intentional inclusion of false, deceptive or fraudulent statements on this statement constitutes fraud; and will be considered such action on the part of the Proposer to constitute good cause for rejecting Proposer's proposal.

(Proposer must also sign here)

Sworn to before me this _____ day of _____, 20__.

Notary Public/Expiration Date:

(Seal)

Exhibit H

AFFIDAVIT FOR PARTNERSHIP

State of: _____

SS: _____

County of _____

_____, is a member of the firm of _____, being duly sworn, deposes and says that the statements and answers to the questions concerning the qualification statement and corporate officers are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive or fraudulent statements on this statement constitutes fraud; and such action on the part of the Proposer will be considered to constitute good cause for rejecting Proposer's proposal.

(Signature of a General Partner is required)

Sworn to before me this _____ day of _____, 20____.

Notary Public/Expiration Date:

(Seal)

Exhibit I

AFFIDAVIT FOR CORPORATION

State of _____ ss: _____

County of _____

(title)

of the _____
(a corporation described herein) being duly sworn, deposes and says that the statements and answers to the questions in the foregoing concerning the qualification statement and corporate officers are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive or fraudulent statements in this statement constitutes fraud; and such action on the part of the Proposer will be considered good cause for rejection of Proposer's proposal.

(Officer must also sign here)

CORPORATE SEAL

Sworn to before me this _____ day of _____, 20____.

Notary Public/Expiration Date:

(Seal)

Exhibit J

**SWORN STATEMENT UNDER SECTION 287.133(3) (A), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____

2. This sworn statement is submitted by _____
(Print Name of Entity Submitting Sworn Statement)

whose business address is

and (if applicable) its Federal Employer Identification Number (FEIN) is

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)

3. My name is _____ and my relationship to the entity named above is: _____

4. I understand that a “public entity crime” as defined in Paragraph 287.13 3(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an “affiliate” as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
 - A. A predecessor or successor of a person convicted of a public entity crime; or,
 - B. An entity under the control of any natural person who is active in the management of the entity

and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)

Signature: _____

Date: _____

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

_____ who, after first being sworn by me, affixed his/her signature in the space
(Name of individual signing)

provided above on this _____ day of _____ 20__.

NOTARY PUBLIC

My commission expires: _____

Exhibit K

PROPOSAL FORM

TO: Suncoast Aquatic Nature Center Associates, Inc.

FROM: _____ (Proposer)

In accordance with the Invitation for Proposals for Interior Cleaning Services at Nathan Benderson Park, the undersigned proposes to provide all services as described in the detailed Scope and/or Specifications for the SANCA.

All Proposals shall be in accordance with the RFP.

ACKNOWLEDGMENTS

The undersigned acknowledges, by the below execution of this proposal, that all information provided herein has been provided in full and that such information is truthful and accurate. The Proposer agrees through submission of this proposal to honor all pricing information one hundred twenty (120) days from the date of the proposal opening, and if awarded the SANCA Contract on the basis of this proposal to enter into a contract agreement within fourteen (14) days after receiving notice of the award. Proposer understands that inclusion of false, deceptive or fraudulent statements of this proposal constitutes fraud; and, that the SANCA considers such action on the part of the Proposer to constitute cause for denial, suspension or revocation of the proposal.

The undersigned hereby authorize(s), and request(s) any person, firm or corporation to furnish any pertinent information requested by the SANCA and/or its authorized agents, deemed necessary to verify the statements made in this proposal or attachments hereto, or regarding the ability, standing and general reputation of the Proposer.

The undersigned further acknowledges the receipt of the RFP and all Proposal Documents related thereto.

I, _____ REPRESENTING _____

and/or _____ Corporation, agree to furnish the services required in

the scope/specifications at the following prices (use additional sheets of paper if needed):

1. Cost per hour for each type of labor required to perform services specified in the RFP with a job description.

2. How many hours daily/weekly/monthly for each task needed to perform specifications?

3. What other services do you perform not requested in the RFP?

4. How do you track your employees time at the NBP and their productivity? How do you share this information with the SANCA?

5. Cost to perform those services specified as daily

6. Cost to perform those services specified as weekly

7. Cost to perform those services specified as monthly and quarterly

Annual Total \$ _____

NAME OF PROPOSER: _____

ADDRESS: _____

PHONE: _____

FAX: _____

SIGNATURE (legal name): _____

PRINTED NAME: _____

DATE: _____