



MODIFICATION OF CONTRACT

Modification Number: Seven (7) Effective Date: 12/22/2025	Contract Number: 22-408 Title: Countywide Janitorial Services Effective Date: April 1, 2022
Contracting Officer: Bill Ponko, CPPO, CPPB E-mail: bill.ponko@LakeCountyFL.gov Telephone Number: 352-343-9489	Contractor Name and Address: Name: American Janitorial, Inc. Address: PO Box 2434 City: Umatilla, FL. 32784 ATTENTION: Jordan Dailey
Issued By: Procurement Services Lake County Administration Building 315 W. Main St., Suite 441 Tavares, Florida 32778-7800	
INSTRUCTIONS: Contractor shall sign Signature Block showing acceptance of the below written modification and <u>return this form to Procurement Services within ten (10) days after receipt</u> . Once fully executed, a copy of this modification will be returned to the Contractor to attach to the original Contract.	
DESCRIPTION OF MODIFICATION: This Contract Modification Number Seven (7) adjusts the Master Listing per the attached.	
CONTRACTOR SIGNATURE BLOCK Signature: <u></u> Print Name: <u>Jordan Dailey</u> Title: <u>President</u> Date: <u>23 Dec 2025</u> E-mail: <u>jordan.dailey@ajiclean.com</u> Secondary E-mail: <u>Support@ajiclean.com</u>	LAKE COUNTY SIGNATURE BLOCK Signature: <u></u> Print Name: <u>Bill Ponko</u> Title: <u>Senior Contracting Officer</u> Date: <u>12/23/2025</u>
Distribution: Original – Bid File Copy – Contractor Contracting Officer	

JANITORIAL MASTER LIST

No.	Building No.	Building	Day/Night Cleaning	Approx. Sq. Ft.	Street	City	Alternate Key	Cleaning Days	Scope Monthly Cost	Scope Annual Cost
1	HB-61	320 Building	Night	24,146	320 W. Main St.	Tavares	2534770	M.T.W.Th.F.	\$1,869.84	\$22,438.08
2	HB-59	323 Public Works Administration	Night	3,000	323 N. Sinclair Ave.	Tavares	1497469	M.W.F.	\$427.18	\$5,126.16
3	HB-23	350 Public Works Engineering	Night	5,512	350 N. Sinclair Ave.	Tavares	1374685	M.W.F.	\$575.58	\$6,906.96
4	HB-52	418 Building	Night	6,155	418 W. Alfred St.	Tavares	1277337	T. & Th.	\$542.72	\$6,512.64
5	FB-05	Area 1 Road Maintenance	Night	700	2310 W. Griffin Rd.	Leesburg	1171245	T. & Fr.	\$255.46	\$3,065.52
6	MB-05	Area 2 Road Maintenance	Night	700	110 Center St.	Minneola	1659388	T. & Th.	\$255.46	\$3,065.52
7	DB-01	Area 3 Road Maintenance	Day	650	19720 5th St.	Umatilla	2809981	T. & Th.	\$216.24	\$2,594.88
33	BB-07	Clerk - North Lake	Night	1,160	902 Avenida Central	Lady Lake -	3452241	M.W.F.	\$298.92	\$3,587.04
47	MB-15	Clerk - South Lake	Night	1,054	800 N. US Hwy 27	Minneola	1109949	M.W.F.	\$1,560.32	\$18,723.84
35	AB-13	Community Center - Paisley	Night	3,000	24954 CR 42	Paisley	1312230	M.W.F.	\$361.46	\$4,337.52
50	CB-05	Community Center - Umatilla	Night	3,000	17107 Ballpark Rd.	Umatilla	1212197	M.W.F.	\$415.52	\$4,986.24
51	CB-06	Community Center - Umatilla #2	Night	1,512	17107 Ballpark Road	Umatilla	1212197	M.W.F.	\$159.00	\$1,908.00
15	HB-24	Community Services - Housing	Night	4,000	2004 & 2008 Classique Lane	Tavares	3840652	M.T.W.Th.F.	\$448.38	\$5,380.56
16	HB-24	Community Services - Housing and Veteran's	Night	4,000	1996 and 2000 Classique Lane	Tavares	3840652	M.T.W.Th.F.	\$501.38	\$6,016.56
17	HB-02	County Administration Building	Night	82,168	315 W. Main St.	Tavares	1276489	M.T.W.Th.F.	\$11,322.75	\$135,873.00
21	HB-22	Emergency Operations Center (EOC)	Night	24,879	425 W. Alfred St.	Tavares	1277353	M.T.W.Th.F.	\$1,478.70	\$17,744.40
22		EMS Support	Night	17,166	2345 S 14th Street	Leesburg	1741602	M	\$259.70	\$3,116.40
25	CB-16	Fairgrounds - Expo Bldg.	Night	1,972	2101 County Rd 452	Eustis	1122767	Th.	\$237.44	\$2,849.28
26	LB-05	Fleet Maintenance Facility	Night	1,170	20423 Independence Blvd.	Groveland	1390885	T. & Th.	\$354.04	\$4,248.48
27	KB-01	Fuel Station	Night	100	12900 County Landfill Rd.	Tavares	1111935	M.W.F.	\$45.58	\$546.96
41	HB-20	Guardian Ad Litem	Night	2,841	518 W. Alfred St.	Tavares	1822807	T. & Th.	\$276.66	\$3,319.92
28	KB-07	Haz-Mat Trailer	Night	1,300	13100 County Landfill Rd.	Tavares	1441421	T. & Th.	\$192.92	\$2,315.04
29	HB-04	Historic Courthouse (1st floor only)	Night	6,491	317 W. Main St.	Tavares	1276471	F.S.M.	\$458.98	\$5,507.76
12	HB-71	Inspector General's Office	Night	2,379	401 E. Alfred St.	Tavares	2808489	W. & F.	\$364.64	\$4,375.68
19	HB-21	Judicial Center - East Wing	Night	157,437	550 W. Main St.	Tavares	1277353	M.T.W.Th.F.	\$21,694.82	\$260,337.84
18	HB-11	Judicial Center - North Wing	Night	99,809	550 W. Main St.	Tavares	1277353	M.T.W.Th.F.	\$13,753.68	\$165,044.16
8	AB-20	Library - Astor	Night	6,000	54905 Alco Rd	Astor	2754648	M.T.W.Th.F.	\$1,670.00	\$20,040.00
11	OB-03	Library - Cagan Crossing	Night	16,085	16729 Cagan Oaks	Clermont	3815905	M.T.W.Th.F.S..	\$1,284.72	\$15,416.64
20	IB-02	Library - East Lake Mini	Night		24809 Wallick Rd.	Sorrento	1598061	M & Th	\$209.88	\$2,518.56
31	MB-02	Library - Marion Baysinger	Night	4,500	756 W. Broad St.	Groveland	1523729	M.T.W.Th.F.S.	\$763.20	\$9,158.40
36	AB-11	Library - Paisley	Night	4,000	24954 CR 42	Paisley	1312230	M.T.W.F.S.	\$387.96	\$4,655.52
9	AP-01	Park - Astor Recreation	Night	300	54835 Alco Rd	Astor	2754648	T. & F.	\$111.30	\$1,335.60
37	AB-17	Park - Paisley Nature Center	Day 1pm - 4pm	3,102	25302 CR 42	Paisley	1312230	2/month - Mondays	\$307.40	\$3,688.80

40	JB-05	Park - Pear Property	Day	2,000	5336 University Ave.	Leesburg	1296234	W.	\$208.82	\$2,505.84
38	HB-60	Parking Garage	7am-10pm	402,000	200 N Sinclair	Tavares	2534770	M.T.W.Th.F.	\$10,400.00	\$124,800.00
39	GB-07	Probation	Day	5,376	2401 Woodlea Rd.	Tavares	3378695	M.W.F.	\$413.40	\$4,960.80
42	HB-15	Property Records	Day	3,200	313 S. Bloxham Ave.	Tavares	1376742	T. & Th.	\$316.94	\$3,803.28
43	HB-07	Public Defender's Office	Night	6,000	123 N. Sinclair Ave.	Tavares	1277388	M.T.W.Th.F.	\$1,494.60	\$17,935.20
14	HB-55	Public Safety Support	Night	2,400	20415 Independence Blvd.	Groveland	1390885	T. & Th.	\$244.86	\$2,938.32
45	KB-19	Road Operations Center	Day	876	12901 County Landfill Rd.	Tavares	1111935	W. & F.	\$245.92	\$2,951.04
46	KB-06	Scalehouse	Night	1,100	13130 County Landfill Rd.	Tavares	1441421	Thursday	\$125.08	\$1,500.96
24	KB-05	Solid Waste Administration	Night	4,000	13130 County Landfill Rd.	Tavares	1441421	T. & Th.	\$273.48	\$3,281.76
30	FB-11	Tax Collector - Leesburg	Night	8,300	1720 N. Citrus Blvd.	Leesburg	1171539	M.T.W.Th.F.	\$1,902.70	\$22,832.40
48	MB-31	Tax Collector - South Lake	Night	12,623	1505 Hooks Street	Clermont	2665793	M.T.W.Th.F.	\$1,902.70	\$22,832.40
34	HB-72	Tax Collector - Tavares	Night	12,623	1800 David Walker Dr.	Tavares	3900123	M.T.W.Th.F.	\$1,902.70	\$22,832.40
49	KB-11	Traffic Operations	Night	2,800	28127 CR 561	Astatula	3701259	W. & F.	\$276.66	\$3,319.92
44	FB-15	Transit Services	Night	2,942	2440 US Hwy 441/27	Fruitland Park	1740061	T. & Th.	\$296.80	\$3,561.60
10	GB-10	Warehouse - BCC	Night	2,425	32400 County Rd 473	Leesburg	1184517	T. & F.	\$296.80	\$3,561.60
13	GB-10	Warehouse - Clerk	Day	1,300	32400 County Rd 473	Leesburg	1184517	T.	\$71.02	\$852.24
23	KB-04	Water Resource Lab	Night	4,885	13100 County Landfill Rd.	Tavares	1441421	W. & F.	\$298.92	\$3,587.04
52	KB-17	WMFO	Night	2,700	13130 County Landfill Rd.	Tavares	1441421	M.W.F.	\$248.04	\$2,976.48



MODIFICATION OF CONTRACT

Modification Number: Six (6) Effective Date: 2/12/2025	Contract Number: 22-408 Title: Countywide Janitorial Services Effective Date: April 1, 2022
Contracting Officer: Bill Ponko, CPPO, CPPB E-mail: bill.ponko@LakeCountyFL.gov Telephone Number: 352-343-9489	Contractor Name and Address: Name: American Janitorial, Inc. Address: PO Box 2434 City: Umatilla, FL. 32784 ATTENTION: Jordan Dailey
Issued By: Procurement Services Lake County Administration Building 315 W. Main St., Suite 416 Tavares, Florida 32778-7800	
INSTRUCTIONS: Contractor shall sign Signature Block showing acceptance of the below written modification and <u>return this form to Procurement Services within ten (10) days after receipt</u> . Once fully executed, a copy of this modification will be returned to the Contractor to attach to the original Contract.	
DESCRIPTION OF MODIFICATION: This Contract Modification is to include the scope of work below as part of the regular scope of work for Astor Library: 1) Clean front doors and sidelights daily/as needed, 2) Sweep front porch daily/as needed. 3) Clean doors/windows to the meeting room, study room, and community services room daily/as needed. 4) Assist library staff with cleaning front circulation desk, worktable, and patron computer area. This modification also updated the attached Master List.	
CONTRACTOR SIGNATURE BLOCK Signature: _____ Print Name: <u>Jordan Dailey</u> Title: <u>President</u> Date: <u>5 March 2025</u> E-mail: <u>jordan.dailey@ajiclean.com</u> Secondary E-mail: <u>Support@ajiclean.com</u>	LAKE COUNTY SIGNATURE BLOCK Signature: <u>Bill Ponko</u> Print Name: Bill Ponko Title: Contracting Officer Date: 03/05/2025
Distribution: Original – Bid File Copy – Contractor Contracting Officer	

JANITORIAL MASTER LIST											
No.	Building No.	Building	Day/Night Cleaning	Approx. Sq. Ft.	Street	City	Alternate Key	Cleaning Days	Scope Cost Per Visit	Scope Monthly Cost	Scope Annual Cost
1	HB-61	320 W. Main (Tax Coll./Prop. Appr.)	Night	24,146	320 W. Main St.	Tavares	2534770	M.T.W.Th.F.	\$86.30	\$1,869.84	\$22,438.08
2	HB-59	323 N. Sinclair	Night	3,000	323 N. Sinclair Ave.	Tavares	1497469	M.W.F.	\$32.86	\$427.18	\$5,126.16
3	HB-23	350 N. Sinclair	Night	5,512	350 N. Sinclair Ave.	Tavares	1374685	M.W.F.	\$44.28	\$575.58	\$6,906.96
4	HB-52	418 W. Alfred St.	Night	6,155	418 W. Alfred St.	Tavares	1277337	T. & Th.	\$62.62	\$542.72	\$6,512.64
5	FB-05	Area 1 Road Maintenance	Night	700	2310 W. Griffin Rd.	Leesburg	1171245	T. & Fr.	\$29.48	\$255.46	\$3,065.52
6	MB-05	Area 2 Road Maintenance	Night	700	110 Center St.	Minneola	1659388	T. & Th.	\$29.48	\$255.46	\$3,065.52
7	DB-01	Area 3 Road Maintenance	Day	650	19720 5th St.	Umatilla	2809981	T. & Th.	\$24.95	\$216.24	\$2,594.88
8	AB-20	Astor Library	Night	5,900	54905 Alco Rd	Astor	2754648	M.T.W.Th.F.	\$77.10	\$1,670.00	\$20,040.00
9	AP-01	Astor Recreation Park	Night	300	54835 Alco Rd	Astor	2754648	T. & F.	\$12.84	\$111.30	\$1,335.60
10	GB-10	BCC Warehouse # 1	Night	2,425	32400 County Rd 473	Leesburg	1184517	T. & F.	\$34.25	\$296.80	\$3,561.60
11	OB-03	Cagan's Crossing Library	Night	16,085	16729 Cagan Oaks	Clermont	3815905	M.T.W.Th.F.S..	\$49.41	\$1,284.72	\$15,416.64
12	HB-71	Clerk's Auditor's Office	Night	2,379	401 E. Alfred St.	Tavares	2808489	W. & F.	\$42.07	\$364.64	\$4,375.68
13	GB-10	Clerk's Warehouse	Day	1,300	32400 County Rd 473	Leesburg	1184517	T.	\$16.39	\$71.02	\$852.24
14	HB-55	Communications Maint. Facility	Night	2,400	20415 Independence Blvd.	Groveland	1390885	T. & Th.	\$28.25	\$244.86	\$2,938.32
15	HB-24	Community Services - Housing	Night	4,000	2004 & 2008 Classique Lane	Tavares	3840652	M.T.W.Th.F.	\$20.69	\$448.38	\$5,380.56
16	HB-24	Community Services - Housing and Veteran's Services	Night	4,000	1996 and 2000 Classique Lane	Tavares	3840652	M.T.W.Th.F.	\$23.14	\$501.38	\$6,016.56
17	HB-02	County Administration Building	Night	82,168	315 W. Main St.	Tavares	1276489	M.T.W.Th.F.	\$522.59	\$11,322.75	\$135,873.00
18	HB-11	Courthouse	Night	99,809	550 W. Main St.	Tavares	1277353	M.T.W.Th.F.	\$634.79	\$13,753.68	\$165,044.16
19	HB-21	Courthouse Expansion	Night	157,437	550 W. Main St.	Tavares	1277353	M.T.W.Th.F.	\$1,001.30	\$21,694.82	\$260,337.84
20	IB-02	East Lake Mini - Library	Night		24809 Wallick Rd.	Sorrento	1598061	M & Th	\$24.22	\$209.88	\$2,518.56
21	HB-22	Emergency Communications and Operations Center (ECOC)	Night	24,879	425 W. Alfred St.	Tavares	1277353	M.T.W.Th.F.	\$68.25	\$1,478.70	\$17,744.40
22		EMS Support	Night	17,166	2345 S 14th Street	Leesburg	1741602	M	\$59.93	\$259.70	\$3,116.40
23	KB-04	Environmental Lab	Night	4,885	13100 County Landfill Rd.	Tavares	1441421	W. & F.	\$34.49	\$298.92	\$3,587.04
24	KB-05	Environmental Services Administration	Night	4,000	13130 County Landfill Rd.	Tavares	1441421	T. & Th.	\$31.56	\$273.48	\$3,281.76
25	CB-16	Fairgrounds - Expo Bldg.	Night	1,972	2101 County Rd 452	Eustis	1122767	Th.	\$54.79	\$237.44	\$2,849.28
26	LB-05	Fleet Maintenance Facility	Night	1,170	20423 Independence Blvd.	Groveland	1390885	T. & Th.	\$40.85	\$354.04	\$4,248.48
27	KB-01	Fuel Station	Night	100	12900 County Landfill Rd.	Tavares	1111935	M.W.F.	\$3.51	\$45.58	\$546.96
28	KB-07	Haz-Mat Trailer	Night	1,300	13100 County Landfill Rd.	Tavares	1441421	T. & Th.	\$22.26	\$192.92	\$2,315.04
29	HB-04	Historic Courthouse (1st floor only)	Night	6,491	317 W. Main St.	Tavares	1276471	F.S.M.	\$35.31	\$458.98	\$5,507.76
30	FB-11	Leesburg Tag Office	Night	8,300	1720 N. Citrus Blvd.	Leesburg	1171539	M.T.W.Th.F.	\$87.82	\$1,902.70	\$22,832.40
31	MB-02	Marion Baysinger Library	Night	4,500	756 W. Broad St.	Groveland	1523729	M.T.W.Th.F.S.	\$29.35	\$763.20	\$9,158.40
32	HB-16	Mosquito Control	Night	1,200	401 S. Bloxham Ave.	Tavares	1376742	T. & Th.	\$29.84	\$258.64	\$3,103.68
33	BB-07	North Lake Clerk's Office	Night	1,160	902 Avenida Central	Lady Lake - Villages	3452241	M.W.F.	\$22.99	\$298.92	\$3,587.04
34	HB-72	North Lake Tax Collector	Night	12,623	1800 David Walker Dr.	Tavares	3900123	M.T.W.Th.F.	\$87.82	\$1,902.70	\$22,832.40

35	AB-13	Paisley Community Center	Night	3,000	24954 CR 42	Paisley	1312230	M.W.F.	\$27.80	\$361.46	\$4,337.52
36	AB-11	Paisley Library	Night	4,000	24954 CR 42	Paisley	1312230	M.T.W.F.S.	\$17.91	\$387.96	\$4,655.52
37	AB-17	Paisley Nature Center	Day 1pm - 4pm	3,102	25302 CR 42	Paisley	1312230	Twice a month on Mondays	\$177.24	\$307.40	\$3,688.80
38	HB-60	Parking Garage	7am-10pm	402,000	200 N Sinclair	Tavares	2534770	M.T.W.Th.F.	\$480.00	\$10,400.00	\$124,800.00
39	GB-07	Parks and Trails Office	Day	5,376	2401 Woodlea Rd.	Tavares	3378695	M.W.F.	\$31.80	\$413.40	\$4,960.80
40	JB-05	Pear Property	Day	2,000	5336 University Ave.	Leesburg	1296234	W.	\$48.19	\$208.82	\$2,505.84
41	HB-20	Probation	Night	2,841	518 W. Alfred St.	Tavares	1822807	T. & Th.	\$31.92	\$276.66	\$3,319.92
42	HB-15	Property Records	Day	3,200	313 S. Bloxham Ave.	Tavares	1376742	T. & Th.	\$36.57	\$316.94	\$3,803.28
43	HB-07	Public Defender's Office	Night	6,000	123 N. Sinclair Ave.	Tavares	1277388	M.T.W.Th.F.	\$68.98	\$1,494.60	\$17,935.20
44	FB-15	Public Transportation Office	Night	2,942	2440 US Hwy 441/27	Fruitland Park	1740061	T. & Th.	\$34.25	\$296.80	\$3,561.60
45	KB-19	Road Operations Center	Day	876	12901 County Landfill Rd.	Tavares	1111935	W. & F.	\$245.92	\$2,951.04	\$3,500.96
46	KB-06	Scalehouse	Night	1,100	13130 County Landfill Rd.	Tavares	1441421	Thursday	\$28.86	\$125.08	\$1,500.96
47	MB-15	South Lake Clerk's Office	Night	1,054	800 N. US Hwy 27	Minneola	1109949	M.W.F.	\$120.02	\$1,560.32	\$18,723.84
48	MB-31	South Lake Tax Collector	Night	12,623	1505 Hooks Street	Clermont	2665793	M.T.W.Th.F.	\$87.82	\$1,902.70	\$22,832.40
49	KB-11	Traffic Operations	Night	2,800	28127 CR 561	Astatula	3701259	W. & F.	\$31.92	\$276.66	\$3,319.92
50	CB-05	Umatilla Community Center	Night	3,000	17107 Ballpark Rd.	Umatilla	1212197	M.W.F.	\$31.96	\$415.52	\$4,986.24
51	CB-05	Umatilla Community Center - New Building	Nigh	1,512	17107 Ballpark Road	Umatilla	1212197	M.W.F.	\$12.23	\$159.00	\$1,908.00
52	KB-17	WMFO	Night	2,700	13130 County Landfill Rd.	Tavares	1441421	M.W.F.	\$19.08	\$248.04	\$2,976.48
TOTAL COST									\$4,720.70	\$84,239.91	\$1,010,878.92

ADDITIONAL PRICING FOR NON-ROUTINE JANITORIAL SERVICES			
Item	Unit	Unit Price	
Special event and additional cleaning requests > \$500.00	Per person - per hour	\$21.20	
Carpet cleaning	Per square foot	\$0.19	
Floor stripping/scaling/waxing	Per square foot	\$0.48	
Tile and grout cleaning	Per square foot	\$0.37	
UPHOLSTERED FURNITURE CLEANING			
Item	Unit	Unit Price	
Couch	Each	\$90.10	
Office Chair	Each	\$6.89	
Recliner	Each	\$47.70	
Love Seat	Each	\$68.90	
Foot Stool	Each	\$21.20	
Pillow	Each	\$5.30	
On-call Presidential cleaning (no minimum sqft. guaranteed)	Per square foot	\$0.48	
Elevator cleaning – floors, walls, ceilings, doors, tracks, etc. per “Cleaning Guidelines”	Per cab	\$63.60	
Add extra day porter	Per hour (min. 3 hours per day 3 days per week)	\$21.20	
Provide one person, and associated supplies, for a 12 hour shift at a designated emergency facility during a designated emergency.	Per hour	\$31.80	
HOURLY RATES FOR ADDITIONAL WORK REQUIRED			
Item	Unit	Unit Price	
Labor - Regular Work Hours (M-F 8:00am to 5:00pm), Cost per man hour	Per Man Hour	\$26.50	
Labor - After Regular Hours Work, Cost per man per hour	Per Man, Per Hour	\$26.50	
Fan Rental per day	Per Day	\$31.80	
Emergency Call Out Fee, Cost per occurrence	Per Occurrence	\$106.00	
Materials to be supplied at actual cost plus Contractor's mark-up percentage	Percentage	10%	



MODIFICATION OF CONTRACT

Modification Number: Five (5) Effective Date: 4/1/2025	Contract Number: 22-408 Title: Countywide Janitorial Services Effective Date: April 1, 2022
Contracting Officer: Bill Ponko, CPPO, CPPB E-mail: bill.ponko@LakeCountyFL.gov Telephone Number: 352-343-9489	Contractor Name and Address: Name: American Janitorial, Inc. Address: PO Box 2434 City: Umatilla, FL. 32784 ATTENTION: Jordan Dailey
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DESCRIPTION OF MODIFICATION: This Contract Modification extends the length of the agreement for a period of two (2) years, expiring on March 31, 2027.	
CONTRACTOR SIGNATURE BLOCK Signature: _____ Print Name: <u>Jordan Dailey</u> Title: <u>President</u> Date: <u>1/13/25</u> E-mail: <u>Jordan.dailey@ajiclean.com</u> Secondary E-mail: <u>Support@ajiclean.com</u>	LAKE COUNTY SIGNATURE BLOCK Signature: _____ Print Name: <u>Bill Ponko</u> Title: <u>Contracting Officer</u> Date: <u>1/13/25</u>
Distribution: Original – Bid File Copy – Contractor Contracting Officer	

JANITORIAL MASTER LIST

No.	Building No.	Building	Day/Night Cleaning	Approx. Sq. Ft.	Street	City	Alternate Key	Cleaning Days	Scope Cost Per Visit	Scope Monthly Cost	Scope Annual Cost
1	HB-61	320 W. Main (Tax Coll./Prop. Appr.)	Night	24,146	320 W. Main St.	Tavares	2534770	M.T.W.Th.F.	\$86.30	\$1,869.84	\$22,438.08
2	HB-59	323 N. Sinclair	Night	3,000	323 N. Sinclair Ave.	Tavares	1497469	M.W.F.	\$32.86	\$427.18	\$5,126.16
3	HB-23	350 N. Sinclair	Night	5,512	350 N. Sinclair Ave.	Tavares	1374685	M.W.F.	\$44.28	\$575.58	\$6,906.96
4	HB-52	418 W. Alfred St.	Night	6,155	418 W. Alfred St.	Tavares	1277337	T. & Th.	\$62.62	\$542.72	\$6,512.64
5	FB-05	Area 1 Road Maintenance	Night	700	2310 W. Griffin Rd.	Leesburg	1171245	T. & Fr.	\$29.48	\$255.46	\$3,065.52
6	MB-05	Area 2 Road Maintenance	Night	700	110 Center St.	Minneola	1659388	T. & Th.	\$29.48	\$255.46	\$3,065.52
7	DB-01	Area 3 Road Maintenance	Day	650	19720 5th St.	Umatilla	2809981	T. & Th.	\$24.95	\$216.24	\$2,594.88
8	AB-20	Astor Library	Night	4,000	54905 Alco Rd	Astor	2754648	M.T.W.Th.F.	\$53.00	\$1,148.33	\$13,779.96
9	AP-01	Astor Recreation Park	Night	300	54835 Alco Rd	Astor	2754648	T. & F.	\$12.84	\$111.30	\$1,335.60
10	GB-10	BCC Warehouse # 1	Night	2,425	32400 County Rd 473	Leesburg	1184517	T. & F.	\$34.25	\$296.80	\$3,561.60
11	OB-03	Cagan's Crossing Library	Night	16,085	16729 Cagan Oaks	Clermont	3815905	M.T.W.Th.F.S.	\$49.41	\$1,284.72	\$15,416.64
12	HB-71	Clerk's Auditor's Office	Night	2,379	401 E. Alfred St.	Tavares	2808489	W. & F.	\$42.07	\$364.64	\$4,375.68
13	GB-10	Clerk's Warehouse	Day	1,300	32400 County Rd 473	Leesburg	1184517	T.	\$16.39	\$71.02	\$852.24
14	HB-55	Communications Maint. Facility	Night	2,400	20415 Independence Blvd.	Groveland	1390885	T. & Th.	\$28.25	\$244.86	\$2,938.32
15	HB-24	Community Services - Housing	Night	4,000	2004 & 2008 Classic Lane	Tavares	3840652	M.T.W.Th.F.	\$20.69	\$448.38	\$5,380.56
16	HB-24	Community Services - Housing and Veteran's Services	Night	4,000	1996 and 2000 Classic Lane	Tavares	3840652	M.T.W.Th.F.	\$23.14	\$501.38	\$6,016.56
17	HB-02	County Administration Building	Night	82,168	315 W. Main St.	Tavares	1276489	M.T.W.Th.F.	\$522.59	\$11,322.75	\$135,873.00
18	HB-11	Courthouse	Night	99,809	550 W. Main St.	Tavares	1277353	M.T.W.Th.F.	\$634.79	\$13,753.68	\$165,044.16
19	HB-21	Courthouse Expansion	Night	157,437	550 W. Main St.	Tavares	1277353	M.T.W.Th.F.	\$1,001.30	\$21,694.82	\$260,337.84
20	IB-02	East Lake Mini - Library	Night		24809 Wallick Rd.	Sorrento	1598061	M & Th	\$24.22	\$209.88	\$2,518.56
21	HB-22	Emergency Communications and Operations Center (ECOC)	Night	24,879	425 W. Alfred St.	Tavares	1277353	M.T.W.Th.F.	\$68.25	\$1,478.70	\$17,744.40
22		EMS Support	Night	17,166	2345 S 14th Street	Leesburg	1741602	M	\$59.93	\$259.70	\$3,116.40
23	KB-04	Environmental Lab	Night	4,885	13100 County Landfill Rd.	Tavares	1441421	W. & F.	\$34.49	\$298.92	\$3,587.04
24	KB-05	Environmental Services Administration	Night	4,000	13130 County Landfill Rd.	Tavares	1441421	T. & Th.	\$31.56	\$273.48	\$3,281.76
25	CB-16	Fairgrounds - Expo Bldg.	Night	1,972	2101 County Rd 452	Eustis	1122767	Th	\$54.79	\$237.44	\$2,849.28
26	LB-05	Fleet Maintenance Facility	Night	1,170	20423 Independence Blvd.	Groveland	1390885	T. & Th.	\$40.85	\$354.04	\$4,248.48
27	KB-01	Fuel Station	Night	100	12900 County Landfill Rd.	Tavares	1111935	M.W.F.	\$3.51	\$45.58	\$546.96
28	KB-07	Haz-Mat Trailer	Night	1,300	13100 County Landfill Rd.	Tavares	1441421	T. & Th.	\$22.26	\$192.92	\$2,315.04
29	HB-04	Historic Courthouse (1st floor only)	Night	6,491	317 W. Main St.	Tavares	1276471	F.S.M.	\$35.31	\$458.98	\$5,507.76
30	FB-11	Leesburg Tag Office	Night	8,300	1720 N. Citrus Blvd.	Leesburg	1171539	M.T.W.Th.F.	\$87.82	\$1,902.70	\$22,832.40
31	MB-02	Marion Baysinger Library	Night	4,500	756 W. Broad St.	Groveland	1523729	M.T.W.Th.F.S.	\$29.35	\$763.20	\$9,158.40
32	HB-16	Mosquito Control	Night	1,200	401 S. Bloxham Ave.	Tavares	1376742	T. & Th.	\$29.84	\$258.64	\$3,103.68
33	BB-07	North Lake Clerk's Office	Night	1,160	902 Avenida Central	Lady Lake - Villages	3452241	M.W.F.	\$22.99	\$298.92	\$3,587.04
34	HB-72	North Lake Tax Collector	Night	12,623	1800 David Walker Dr.	Tavares	3900123	M.T.W.Th.F.	\$87.82	\$1,902.70	\$22,832.40



MODIFICATION OF CONTRACT

Modification Number: Four (4) Effective Date: 7/22/2024	Contract Number: 22-408 Title: Countywide Janitorial Services Effective Date: April 1, 2022
Contracting Officer: Bill Ponko, CPPO, CPPB E-mail: bill.ponko@LakeCountyFL.gov Telephone Number: 352-343-9489	Contractor Name and Address: Name: American Janitorial, Inc. Address: PO Box 2434 City: Umatilla, FL. 32784 ATTENTION: Jordan Dailey
Issued By: Procurement Services Lake County Administration Building 315 W. Main St., Suite 441 Tavares, Florida 32778-7800	
INSTRUCTIONS: Contractor shall sign Signature Block showing acceptance of the below written modification and <u>return this form to Procurement Services within ten (10) days after receipt.</u> Once fully executed, a copy of this modification will be returned to the Contractor to attach to the original Contract.	
DESCRIPTION OF MODIFICATION: This Contract Modification Number Four (4) modifies the scope of work for the Parking Garage cleaning per the attached, and adjusts the Master Listing per the attached.	
CONTRACTOR SIGNATURE BLOCK Signature: <u></u> Print Name: <u>Jordan Dailey</u> Title: <u>President</u> Date: <u>8/5/24</u> E-mail: <u>Jordan.dailey@ajiclean.com</u> Secondary E-mail: <u>Support@ajiclean.com</u>	LAKE COUNTY SIGNATURE BLOCK Signature: <u></u> Print Name: <u>Bill Ponko</u> Title: <u>Contracting Officer</u> Date: <u>08/06/2024</u>
Distribution: Original – Bid File Copy – Contractor Contracting Officer	

PARKING GARAGE CLEANING

1. SCOPE OF WORK

Provide janitorial services for the cleaning and maintenance of the Parking Garage located at 200 N. Sinclair Ave. Tavares.

2. CONTRACTOR RESPONSIBILITIES

- 2.1. Power blow/ Sweep floors, up/down ramps, sidewalks, steps and remove all loose trash on all levels.
- 2.2. Treat and remove oil grease spots with a solvent or granule. Remove human waste or other type of substance or debris.
- 2.3. Clean the elevators and elevator landings as often as needed to ensure the areas are free of any trash or debris. Clean doors inside and outside to be free of streaks, stains, spots, and smudges.
- 2.4. Clean the glass windows on elevator landings as needed.
- 2.5. Clear cobwebs from elevator area as well as lighting fixtures in traffic areas in all levels.
- 2.6. All trash containers in all levels shall be emptied as needed.
- 2.7. Clean the stairwells. All floor surfaces shall be cleaned as appropriate for floor cleaning. Handrails shall be cleaned and disinfected. Grease and grime shall be removed from stair guards and handrails. Clear the cobwebs from wall and railings.
- 2.8. Pressure wash four (4) stairwells once a month. Notify Facilities Maintenance at least 2 days prior pressure washing the stairwell #1 (stairwell by the elevator lobbies) to lock out the elevator at the 8th floor to avoid water damage.

3. Working Hours

- 3.1. Shift should be scheduled Sunday through Thursday, and Friday through Tuesday, during the hours of 7AM to 10PM, for a total of 40 hours per week for each shift.

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JANITORIAL MASTER LIST

No.	Building No.	Building	Day/Night Cleaning	Approx. Sq. Ft.	Street	City	Alternate Key	Cleaning Days	Scope Cost Per Visit	Scope Monthly Cost	Scope Annual Cost
1	HB-61	320 W. Main (Tax Coll./Prop. Appr.)	Night	24,146	320 W. Main St.	Tavares	2534770	M.T.W.Th.F.	\$86.30	\$1,869.84	\$22,438.08
2	HB-59	323 N. Sinclair	Night	3,000	323 N. Sinclair Ave.	Tavares	1497469	M.W.F.	\$32.86	\$427.18	\$5,126.16
3	HB-23	350 N. Sinclair	Night	5,512	350 N. Sinclair Ave.	Tavares	1374685	M.W.F.	\$44.28	\$575.58	\$6,906.96
4	HB-52	418 W. Alfred St.	Night	6,155	418 W. Alfred St.	Tavares	1277337	T. & Th.	\$62.62	\$542.72	\$6,512.64
5	FB-05	Area 1 Road Maintenance	Night	700	2310 W. Griffin Rd.	Leesburg	1171245	T. & Fr.	\$29.48	\$255.46	\$3,065.52
6	MB-05	Area 2 Road Maintenance	Night	700	110 Center St.	Minneola	1659388	T. & Th.	\$29.48	\$255.46	\$3,065.52
7	DB-01	Area 3 Road Maintenance	Day	650	19720 5th St.	Umatilla	2809981	T. & Th.	\$24.95	\$216.24	\$2,594.88
8	AB-09	Astor Library	Night	4,000	54905 Alco Rd	Astor	2754648	M.T.W.Th.F.	\$23.24	\$503.50	\$6,042.00
9	AP-01	Astor Recreation Park	Night	300	54835 Alco Rd	Astor	2754648	T. & F.	\$12.84	\$111.30	\$1,335.60
10	GB-10	BCC Warehouse # 1	Night	2,425	32400 County Rd 473	Leesburg	1184517	T. & F.	\$34.25	\$296.80	\$3,561.60
11	OB-03	Cagan's Crossing Library	Night	16,085	16729 Cagan Oaks	Clermont	3815905	M.T.W.Th.F.S.	\$49.41	\$1,284.72	\$15,416.64
12	HB-71	Clerk's Auditor's Office	Night	2,379	401 E. Alfred St.	Tavares	2808489	W. & F.	\$42.07	\$364.64	\$4,375.68
13	GB-10	Clerk's Warehouse	Day	1,300	32400 County Rd 473	Leesburg	1184517	T.	\$16.39	\$71.02	\$852.24
14	HB-55	Communications Maint. Facility	Night	2,400	20415 Independence Blvd.	Groveland	1390885	T. & Th.	\$28.25	\$244.86	\$2,938.32
15	HB-24	Community Services - Housing	Night	4,000	2004 & 2008 Classique Lane	Tavares	3840652	M.T.W.Th.F.	\$20.69	\$448.38	\$5,380.56
16	HB-24	Community Services - Housing and Veteran's Services	Night	4,000	1996 and 2000 Classique Lane	Tavares	3840652	M.T.W.Th.F.	\$23.14	\$501.38	\$6,016.56
17	HB-02	County Administration Building	Night	82,168	315 W. Main St.	Tavares	1276489	M.T.W.Th.F.	\$522.59	\$11,322.75	\$135,873.00
18	HB-11	Courthouse	Night	99,809	550 W. Main St.	Tavares	1277353	M.T.W.Th.F.	\$634.79	\$13,753.68	\$165,044.16
19	HB-21	Courthouse Expansion	Night	157,437	550 W. Main St.	Tavares	1277353	M.T.W.Th.F.	\$1,001.30	\$21,694.82	\$260,337.84
20	IB-02	East Lake Mini - Library	Night		24809 Wallick Rd	Sorrento	1598061	M & Th	\$24.22	\$209.88	\$2,518.56
21	HB-22	Emergency Communications and Operations Center (ECOC)	Night	24,879	425 W. Alfred St.	Tavares	1277353	M.T.W.Th.F.	\$68.25	\$1,478.70	\$17,744.40
22		EMS Support	Night	17,166	2345 S 14th Street	Leesburg	1741602	M	\$59.93	\$259.70	\$3,116.40
23	KB-04	Environmental Lab	Night	4,885	13100 County Landfill Rd.	Tavares	1441421	W. & F.	\$34.49	\$298.92	\$3,587.04
24	KB-05	Environmental Services Administration	Night	4,000	13130 County Landfill Rd.	Tavares	1441421	T. & Th.	\$31.56	\$273.48	\$3,281.76
25	CB-16	Fairgrounds - Expo Bldg.	Night	1,972	2101 County Rd 452	Eustis	1122767	Th	\$54.79	\$237.44	\$2,849.28
26	LB-05	Fleet Maintenance Facility	Night	1,170	20423 Independence Blvd.	Groveland	1390885	T. & Th.	\$40.85	\$354.04	\$4,248.48
27	KB-01	Fuel Station	Night	100	12900 County Landfill Rd.	Tavares	1111935	M.W.F.	\$3.51	\$45.58	\$546.96
28	KB-07	Haz-Mat Trailer	Night	1,300	13100 County Landfill Rd.	Tavares	1441421	T. & Th.	\$22.26	\$192.92	\$2,315.04
29	HB-04	Historic Courthouse (1st floor only)	Night	6,491	317 W. Main St.	Tavares	1276471	F.S.M.	\$35.31	\$458.98	\$5,507.76
30	FB-11	Leesburg Tag Office	Night	8,300	1720 N. Citrus Blvd.	Leesburg	1171539	M.T.W.Th.F.	\$87.82	\$1,902.70	\$22,832.40
31	MB-02	Marion Baysinger Library	Night	4,500	756 W. Broad St.	Groveland	1523729	M.T.W.Th.F.S.	\$29.35	\$763.20	\$9,158.40
32	HB-16	Mosquito Control	Night	1,200	401 S. Bloxham Ave.	Tavares	1376742	T. & Th.	\$29.84	\$258.64	\$3,103.68
33	BB-07	North Lake Clerk's Office	Night	1,160	902 Avenida Central	Lady Lake - Villages	3452241	M.W.F.	\$22.99	\$298.92	\$3,587.04
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MODIFICATION OF CONTRACT

Modification Number: Four (4) Effective Date: 7/22/2024	Contract Number: 22-408 Title: Countywide Janitorial Services Effective Date: April 1, 2022
Contracting Officer: Bill Ponko, CPPO, CPPB E-mail: bill.ponko@LakeCountyFL.gov Telephone Number: 352-343-9489	Contractor Name and Address: Name: American Janitorial, Inc. Address: PO Box 2434 City: Umatilla, FL. 32784 ATTENTION: Jordan Dailey
Issued By: Procurement Services Lake County Administration Building 315 W. Main St., Suite 441 Tavares, Florida 32778-7800	
INSTRUCTIONS: Contractor shall sign Signature Block showing acceptance of the below written modification and <u>return this form to Procurement Services within ten (10) days after receipt</u> . Once fully executed, a copy of this modification will be returned to the Contractor to attach to the original Contract.	
DESCRIPTION OF MODIFICATION: This Contract Modification Number Four (4) modifies the scope of work for the Parking Garage cleaning per the attached, and adjusts the Master Listing per the attached.	
CONTRACTOR SIGNATURE BLOCK Signature: <u>[Signature]</u> Print Name: <u>Ryan Strem</u> Title: <u>Chief Sales Officer</u> Date: <u>7/31/24</u> E-mail: <u>Ryan.Strem@ajielcan.com</u> Secondary E-mail: _____	LAKE COUNTY SIGNATURE BLOCK Signature: <u>[Signature]</u> Print Name: <u>Bill Ponko</u> Title: <u>Contracting Officer</u> Date: <u>7/31/24</u>
Distribution: Original - Bid File Copy - Contractor Contracting Officer	

PARKING GARAGE CLEANING

1. SCOPE OF WORK

Provide janitorial services for the cleaning and maintenance of the Parking Garage located at 200 N. Sinclair Ave. Tavares.

2. CONTRACTOR RESPONSIBILITIES

- 2.1. Power blow/ Sweep floors, up/down ramps, sidewalks, steps and remove all loose trash on all levels.
- 2.2. Treat and remove oil grease spots with a solvent or granule. Remove human waste or other type of substance or debris.
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3. Working Hours

- 3.1. Shift should be scheduled Sunday through Thursday, and Friday through Tuesday, during the hours of 7AM to 10PM, for a total of 40 hours per week for each shift.

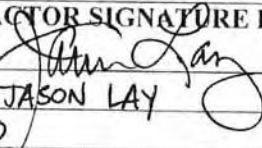
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JANITORIAL MASTER LIST

No.	Building No.	Building	Day/Night Cleaning	Approx. Sq. Ft.	Street	City	Alternate Key	Cleaning Days	Scope Cost Per Visit	Scope Monthly Cost	Scope Annual Cost
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3	HB-23	350 N. Sinclair	Night	5,512	350 N. Sinclair Ave.	Tavares	1374685	M.W.F.	\$44.28	\$575.58	\$6,906.96
4	HB-52	418 W. Alfred St.	Night	6,155	418 W. Alfred St.	Tavares	1277337	T. & Th.	\$62.62	\$542.72	\$6,512.64
5	FB-05	Area 1 Road Maintenance	Night	700	2310 W. Griffin Rd.	Leesburg	1171245	T. & Fr.	\$29.48	\$255.46	\$3,065.52
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32	HB-16	Mosquito Control	Night	1,200	401 S. Bloxham Ave.	Tavares	1376742	T. & Th.	\$29.84	\$258.64	\$3,103.68
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MODIFICATION OF CONTRACT

Modification Number: Three (3) Effective Date: 4/12/2023	Contract Number: 22-408 Title: Countywide Janitorial Services Effective Date: April 1, 2022
Contracting Officer: Bill Ponko, CPPO, CPPB E-mail: bill.ponko@LakeCountyFL.gov Telephone Number: 352-343-9489	Contractor Name and Address: Name: American Janitorial, Inc. Address: PO Box 2434 City: Umatilla, FL. 32784 ATTENTION: Jordan Dailey
Issued By: Procurement Services Lake County Administration Building 315 W. Main St., Suite 441 Tavares, Florida 32778-7800	
INSTRUCTIONS: Contractor shall sign Signature Block showing acceptance of the below written modification and <u>return this form to Procurement Services within ten (10) days after receipt</u> . Once fully executed, a copy of this modification will be returned to the Contractor to attach to the original Contract.	
DESCRIPTION OF MODIFICATION: The purpose of this Contract Modification is to provide a 6% increase as noted by the attached updated pricing sheet.	
CONTRACTOR SIGNATURE BLOCK Signature:  Print Name: JASON LAY Title: CEO Date: 13 APR 2023 E-mail: JASON.LAY@AJICLEAN.COM Secondary E-mail: N/A	LAKE COUNTY SIGNATURE BLOCK Signature:  Print Name: William Ponko Title: Contracting Officer Date: 4/13/2023
Distribution: Original - Bid File Copy - Contractor Contracting Officer	

Lake County Master Invoicing Spreadsheet

No.	Building No.	Building	Day/Night Cleaning	Approx. Sq. Ft.	Street	City	Alternate Key	Cleaning Days	Scope Cost Per Visit	Scope Monthly Cost	Scope Annual Cost
1	HB-51	320 W. Main (Tax Coll./Proc. Acct.)	Night	24,146	320 W. Main St.	Tavares	2534770	M.T.W.Th.F.	\$66.30	\$1,869.84	\$22,438.08
2	HB-59	323 N. Sinclair	Night	3,000	323 N. Sinclair Ave.	Tavares	1497449	M.W.F.	\$32.85	\$427.18	\$5,126.16
3	HB-23	350 N. Sinclair	Night	5,512	350 N. Sinclair Ave.	Tavares	1374585	M.W.F.	\$44.28	\$575.68	\$6,908.96
4	HB-52	418 W. Alfred St.	Night	8,155	418 W. Alfred St.	Tavares	1277337	T. & Th.	\$62.62	\$542.72	\$6,512.64
5	FB-05	Area 1 Road Maintenance	Night	700	2310 W. Gellin Rd.	Leesburg	1171245	T. & Fr.	\$29.48	\$255.48	\$3,065.52
6	HB-05	Area 2 Road Maintenance	Night	700	110 Center St.	Minneapolis	1659388	T. & Th.	\$29.48	\$255.48	\$3,065.52
7	DB-01	Area 3 Road Maintenance	Day	650	19720 5th St.	Umatilla	2809981	T. & Th.	\$24.95	\$216.24	\$2,594.88
8	AB-09	Astor Library	Night	4,000	54905 Alton Rd.	Astoria	2794549	M.T.W.Th.F.	\$23.24	\$503.50	\$6,042.00
9	AP-01	Astor Recreation Park	Night	300	54935 Alton Rd.	Astoria	2794548	T. & F.	\$12.84	\$111.30	\$1,335.60
10	GB-10	BCC Warehouse # 1	Night	2,425	32409 County Rd 473	Leesburg	1184517	T. & F.	\$34.25	\$296.80	\$3,561.60
11	GB-03	Cagan's Crossing Library	Night	16,085	16729 Cagan Oaks	Clermont	3815505	M.T.W.Th.F.S.	\$49.41	\$1,284.72	\$15,416.64
12	HB-71	Clark's Auditor's Office	Night	2,379	401 E. Alfred St.	Tavares	2808489	W. & F.	\$42.07	\$391.64	\$4,735.68
13	GB-10	Clark's Warehouse	Day	1,300	32409 County Rd 473	Leesburg	1184517	T.	\$16.39	\$71.02	\$852.24
14	HB-35	Communications Maint. Facility	Night	2,400	20415 Independence Blvd.	Groveland	1350885	T. & Th.	\$28.25	\$244.86	\$2,938.32
15	HB-24	Community Services - Housing	Night	4,000	2504 & 2008 Classical Lane	Tavares	3840552	M.T.W.Th.F.	\$20.69	\$448.38	\$5,380.56
16	HB-24	Community Services - Housing and Veterans' Services	Night	4,000	1959 and 2000 Classical Lane	Tavares	3840552	M.T.W.Th.F.	\$23.14	\$501.38	\$6,016.56
17	HB-02	County Administration Building	Night	82,168	315 W. Main St.	Tavares	1278489	M.T.W.Th.F.	\$522.59	\$11,322.75	\$136,873.00
18	HB-11	Courthouse	Night	99,969	550 W. Main St.	Tavares	1277353	M.T.W.Th.F.	\$634.79	\$13,753.68	\$165,044.16
19	HB-21	Courthouse Expansion	Night	157,437	550 W. Main St.	Tavares	1277353	M.T.W.Th.F.	\$1,001.30	\$21,694.82	\$260,337.82
20	HB-02	East Lake Mini-Library	Night		24809 Wallick Rd.	Sorrento	1598091	M.Th.	\$24.22	\$209.80	\$2,517.60
21	HB-22	Emergency Communications and Operations Center (ECOC)	Night	24,879	425 W. Alfred St.	Tavares	1277353	M.T.W.Th.F.	\$68.25	\$1,478.70	\$17,744.40
22		EMS Support	Night	17,168	2345 S. 14th Street	Leesburg	1741602	M.	\$59.93	\$299.70	\$3,596.40
23	KB-04	Environmental Lab	Night	4,885	13100 County Landfill Rd.	Tavares	1441421	W. & F.	\$34.49	\$298.92	\$3,587.04
24	KB-05	Environmental Services Administration	Night	4,000	13130 County Landfill Rd.	Tavares	1441421	T. & Th.	\$31.56	\$273.48	\$3,281.76
25	GB-16	Fairgrounds - Expo Bldg.	Night	1,872	2101 County Rd 452	Eustis	1122767	Th.	\$54.79	\$237.44	\$2,849.28
26	LB-05	Fleet Maintenance Facility	Night	1,170	20423 Independence Blvd.	Groveland	1380885	T. & Th.	\$40.85	\$354.04	\$4,248.48
27	KB-01	Fuel Station	Night	100	12900 County Landfill Rd.	Tavares	1111935	M.W.F.	\$3.91	\$45.98	\$550.56
29	KB-07	Haz-Mat Trailer	Night	1,300	13100 County Landfill Rd.	Tavares	1441421	T. & Th.	\$22.26	\$192.62	\$2,310.24
30	HB-04	Historic Courthouse (1st floor only)	Night	6,491	317 W. Main St.	Tavares	1278471	F.S.M.	\$52.66	\$458.98	\$5,507.76
31	FB-11	Leesburg Tag Office	Night	8,300	1720 N. Citrus Blvd.	Leesburg	1171539	M.T.W.Th.F.	\$87.82	\$1,902.70	\$22,832.40
32	MB-02	Marion Baysinger Library	Night	4,500	755 W. Broad St.	Groveland	1523729	M.T.W.Th.F.S.	\$35.22	\$273.20	\$3,278.40
33	HB-16	Mosquito Control	Night	1,200	401 S. Bloxham Ave.	Tavares	1376742	T. & Th.	\$29.84	\$258.64	\$3,103.68
34	BB-07	North Lake Clark's Office	Night	1,160	902 Avenida Central	Lady Lake	3452241	M.W.F.	\$22.99	\$298.92	\$3,587.04
35	HB-72	North Lake Tax Collector	Night	12,623	1600 David Walker Dr.	Tavares	3500123	M.T.W.Th.F.	\$87.82	\$1,902.70	\$22,832.40
36	AB-13	Paisley Community Center	Night	3,000	24954 CR 42	Paisley	1312230	M.W.F.	\$27.80	\$361.46	\$4,337.52
37	AB-11	Paisley Library	Night	4,000	24954 CR 42	Paisley	1312230	M.T.W.F.S.	\$17.91	\$367.96	\$4,415.52
38	AB-17	Paisley Nature Center	Day 1pm - 4pm	3,102	25102 CR 42	Paisley	1312230	(2X) a month on Mondays	\$153.70	\$307.40	\$3,688.80
39	HB-60	Parking Garage (3 Elevators Only)	Night	115	200 N. Sinclair	Tavares	2534770	M.T.W.Th.F.	\$14.48	\$133.76	\$1,605.12
40	GB-07	Parks and Trails Office	Day	5,375	2401 Woodlee Rd.	Tavares	3378665	M.W.F.	\$31.80	\$413.40	\$4,960.80
41	JB-05	Pear Property	Day	2,000	5335 University Ave.	Leesburg	1296234	W.	\$49.19	\$208.82	\$2,505.84
42	HB-20	Probation	Night	2,811	518 W. Alfred St.	Tavares	1822807	T. & Th.	\$31.92	\$276.69	\$3,319.92
43	HB-15	Property Records	Day	3,200	313 S. Bloxham Ave.	Tavares	1376742	T. & Th.	\$36.57	\$318.94	\$3,827.28
44	HB-07	Public Defender's Office	Night	6,000	123 N. Sinclair Ave.	Tavares	1277388	M.T.W.Th.F.	\$68.99	\$1,494.60	\$17,935.20
45	FB-15	Public Transportation Office	Night	2,942	2440 US Hwy 441/27	Fruitland Park	1740061	T. & Th.	\$34.25	\$296.80	\$3,561.60
46	KB-19	Road Operations Center	Day	876	12501 County Landfill Rd.	Tavares	1111935	W. & F.	\$28.38	\$245.92	\$2,951.04
47	KB-06	Scaleshouse	Night	1,100	13130 County Landfill Rd.	Tavares	1441421	Thursday	\$28.86	\$125.08	\$1,500.96
48	MB-15	South Lake Clark's Office	Night	1,054	809 N. US Hwy 27	Minneapolis	1105949	M.W.F.	\$120.02	\$1,560.32	\$18,723.84
49	MB-31	South Lake Tax Collector	Night	12,623	1505 Hooks Street	Clermont	2665793	M.T.W.Th.F.	\$87.82	\$1,902.70	\$22,832.40
50	KB-11	Traffic Operations	Night	2,800	28127 CR 561	Astoria	3701259	W. & F.	\$31.92	\$276.66	\$3,319.92
51	CB-05	Umatilla Community Center	Night	3,000	17107 Ballpark Rd.	Umatilla	1212197	M.W.F.	\$31.96	\$415.52	\$4,986.24
52	CB-05	Umatilla Community Center - New Building	Night	1,512	17107 Ballpark Road	Umatilla	1212197	M.W.F.	\$12.23	\$159.00	\$1,908.00
53	KB-17	WMFO	Night	2,700	13130 County Landfill Rd.	Tavares	1441421	M.W.F.	\$19.08	\$248.04	\$2,976.48
Total Cost									\$4,201.32	\$72,987.17	\$875,846.03

ADDITIONAL PRICING FOR NON-ROUTINE JANITORIAL SERVICES

Item	Unit	Unit Price
Special event and additional cleaning requests > \$500.00	Per person - per hour	\$21.20
Carpet cleaning	Per square foot	\$0.19
Floor stripping/sealing/waxing	Per square foot	\$0.48
Tile and grout cleaning	Per square foot	\$0.37
UPHOLSTERED FURNITURE CLEANING		
Item	Unit	Unit Price
Couch	Each	\$90.10
Office Chair	Each	\$8.89
Recliner	Each	\$47.70
Love Seat	Each	\$68.90
Foot Stool	Each	\$21.20
Pillow	Each	\$5.30
On-call Presidential cleaning (no minimum call, guaranteed)	Per square foot	\$0.48
Elevator cleaning - floors, walls, ceilings, doors, tracks, etc. per "Cleaning Guidelines"	Per cab	\$63.60
Add extra day porter	Per hour (min. 3 hours per day 3 days per week)	\$21.20
Provide one person, and associated supplies, for a 12 hour shift at a designated emergency facility during a designated emergency	Per hour	\$31.80

HOURLY RATES FOR ADDITIONAL WORK REQUIRED

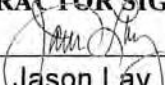
Item	Unit	Unit Price
Labor - Regular Work Hours (M-F 8:00am to 5:00pm), Cost per man hour	Per Man Hour	\$26.50
Labor - After Regular Hours Work, Cost per man per hour	Per Man, Per Hour	\$26.50
Fan Rental per day	Per Day	\$31.80
Emergency Call Out Fee, Cost per occurrence	Per Occurrence	\$106.00
Materials to be supplied at actual cost plus Contractor's mark-up percentage	Percentage	10%

HOURLY RATES FOR ADDITIONAL WORK REQUIRED

Assuming prices quoted include costs for vehicles, maintenance, repair, insurance, fuel, wages, insurance, other employee benefits, materials, overhead, operating expenses, etc., what percentage of the rate is directly attributed to the cost of fuel?	3.00%
Which does the firm use, Diesel fuel or Gasoline?	Gas
Assuming prices quoted include costs for vehicles, maintenance, repair, insurance, fuel, wages, materials, overhead, operating expenses, etc., what percentage of the rate is directly attributed to the cost of wages?	42.00%
Assuming prices quoted include costs for vehicles, maintenance, repair, insurance, fuel, wages, insurance, other employee benefits, materials, overhead, operating expenses, etc., what percentage of the rate is directly attributed to the cost of materials?	18.00%



MODIFICATION OF CONTRACT

Modification Number: Two (2) Effective Date: 11/8/2022		Contract Number: 22-408 Title: Countywide Janitorial Services Effective Date: April 1, 2022	
Contracting Officer: Bill Ponko, CPPO, CPPB E-mail: bill.ponko@LakeCountyFL.gov Telephone Number: 352-343-9489		Contractor Name and Address: Name: American Janitorial, Inc. Address: PO Box 2434 City: Umatilla, FL. 32784 ATTENTION: Jordan Dailey	
Issued By: Procurement Services Lake County Administration Building 315 W. Main St., Suite 441 Tavares, Florida 32778-7800			
INSTRUCTIONS: Contractor shall sign Signature Block showing acceptance of the below written modification and <u>return this form to Procurement Services within ten (10) days after receipt</u> . Once fully executed, a copy of this modification will be returned to the Contractor to attach to the original Contract.			
DESCRIPTION OF MODIFICATION: This Contract Modification Number Two (2) subtracts the Tourist Welcome Center from the contract effective 11/4/22. The East Lake Library is also subtracted from the contract, effective 11/30/22. The following Master List is revised to reflect this addition. Finally, this modification enacts the first option period and extends the length of the agreement for a period of two (2) years, expiring on March 31, 2025.			
CONTRACTOR SIGNATURE BLOCK Signature: <u></u> Print Name: <u>Jason Lay</u> Title: <u>CEO</u> Date: <u>11/9/2022</u> E-mail: <u>jason.lay@ajiclean.com</u> Secondary E-mail: <u>None</u>		LAKE COUNTY SIGNATURE BLOCK Signature: <u>Bill Ponko</u> Print Name: <u>Bill Ponko</u> Title: <u>Contracting Officer</u> Date: <u>11/14/2022</u>	
Distribution: Original – Bid File Copy – Contractor Contracting Officer			

JANTORIAL MASTER LIST

No.	Building No.	Building	Day/Night Cleaning	Approx. Sq. Ft.	Street	City	Alternate Key	Cleaning Days	Scope Cost Per Visit	Scope Monthly Cost	Scope Annual Cost
1	HB-61	320 W. Main (Tax Coll./Prop. Appr.)	Night	24,146	320 W. Main St.	Tavares	2534770	M.T.W.Th.F.	\$81.42	\$1,764.00	\$21,168.00
2	HB-59	323 N. Sinclair	Night	3,000	323 N. Sinclair Ave.	Tavares	1497469	M.W.F.	\$31.00	\$403.00	\$4,836.00
3	HB-23	350 N. Sinclair	Night	5,512	350 N. Sinclair Ave.	Tavares	1374685	M.W.F.	\$41.77	\$543.00	\$6,516.00
4	HB-52	418 W. Alfred St.	Night	6,155	418 W. Alfred St.	Tavares	1277337	T. & Th.	\$59.08	\$512.00	\$6,144.00
5	FB-05	Area 1 Road Maintenance	Night	700	2310 W. Griffin Rd.	Leesburg	1171245	T. & Fr.	\$27.81	\$241.00	\$2,892.00
6	MB-05	Area 2 Road Maintenance	Night	700	110 Center St.	Minneapolis	1659388	T. & Th.	\$27.81	\$241.00	\$2,892.00
7	DB-01	Area 3 Road Maintenance	Day	650	19720 5th St.	Unatilla	2809981	T. & Th.	\$23.54	\$204.00	\$2,448.00
8	AB-09	Astor Library	Night	4,000	54905 Alco Rd	Astor	2754648	M.T.W.Th.F.	\$21.92	\$475.00	\$5,700.00
9	AP-01	Astor Recreation Park	Night	300	54835 Alco Rd	Astor	2754648	T. & F.	\$12.12	\$105.00	\$1,260.00
10	GB-10	BCC Warehouse # 1	Night	2,425	32400 County Rd 473	Leesburg	1184517	T. & F.	\$32.31	\$280.00	\$3,360.00
11	OB-03	Cagan's Crossing Library	Night	16,085	16729 Cagan Oaks	Clermont	3815905	M.T.W.Th.F.S.	\$46.62	\$1,212.00	\$14,544.00
12	HB-71	Clerk's Auditor's Office	Night	2,379	401 E. Alfred St.	Tavares	2808489	W. & F.	\$39.69	\$344.00	\$4,128.00
13	GB-10	Clerk's Warehouse	Day	1,300	32400 County Rd 473	Leesburg	1184517	T.	\$15.46	\$67.00	\$804.00
14	HB-55	Communications Maint. Facility	Night	2,400	20415 Independence Blvd.	Groveland	1390885	T. & Th.	\$26.65	\$231.00	\$2,772.00
15	HB-24	Community Services - Housing	Night	4,000	2004 & 2008 Classique Lane	Tavares	3840652	M.T.W.Th.F.	\$19.52	\$423.00	\$5,076.00
16	HB-24	Community Services - Housing and Veteran's Services	Night	4,000	1996 and 2000 Classique Lane	Tavares	3840652	M.T.W.Th.F.	\$21.83	\$473.00	\$5,676.00
17	HB-02	County Administration Building	Night	82,168	315 W. Main St.	Tavares	1276489	M.T.W.Th.F.	\$493.01	\$10,681.84	\$128,182.08
18	HB-11	Courthouse	Night	99,809	550 W. Main St.	Tavares	1277353	M.T.W.Th.F.	\$598.86	\$12,975.17	\$155,702.04
19	HB-21	Courthouse Expansion	Night	157,437	550 W. Main St.	Tavares	1277353	M.T.W.Th.F.	\$944.62	\$20,466.81	\$245,601.72
20	IB-02	East Lake Mini - Library	Night		24809 Wallick Rd.	Sorrento	1598061	M & Th	\$22.85	\$198.00	\$2,376.00
21	HB-22	Emergency Communications and Operations Center (ECOC)	Night	24,879	425 W. Alfred St.	Tavares	1277353	M.T.W.Th.F.	\$64.38	\$1,395.00	\$16,740.00
22		EMS Support	Night	17,166	2345 S 14th Street	Leesburg	1741602	M	\$56.54	\$245.00	\$2,940.00
23	KB-04	Environmental Lab	Night	4,885	13100 County Landfill Rd.	Tavares	1441421	W. & F.	\$32.54	\$282.00	\$3,384.00
24	KB-05	Environmental Services Administration	Night	4,000	13130 County Landfill Rd.	Tavares	1441421	T. & Th.	\$29.77	\$258.00	\$3,096.00
25	CB-16	Fairgrounds - Expo Bldg.	Night	1,972	2101 County Rd 452	Eustis	1122767	Th.	\$51.69	\$224.00	\$2,688.00
26	LB-05	Fleet Maintenance Facility	Night	1,170	20423 Independence Blvd.	Groveland	1390885	T. & Th.	\$38.54	\$334.00	\$4,008.00
27	KB-01	Fuel Station	Night	100	12900 County Landfill Rd.	Tavares	1111935	M.W.F.	\$3.31	\$43.00	\$516.00
28	KB-07	Haz-Mat Trailer	Night	1,300	13100 County Landfill Rd.	Tavares	1441421	T. & Th.	\$21.00	\$182.00	\$2,184.00
29	HB-04	Historic Courthouse (1st floor only)	Night	6,491	317 W. Main St.	Tavares	1276471	F.S.M.	\$49.96	\$433.00	\$5,196.00
30	FB-11	Leesburg Tag Office	Night	8,300	1720 N. Citrus Blvd.	Leesburg	1171539	M.T.W.Th.F.	\$82.85	\$1,795.00	\$21,540.00
31	MB-02	Marion Baysinger Library	Night	4,500	756 W. Broad St.	Groveland	1523729	M.T.W.Th.F.S.	\$33.23	\$720.00	\$8,640.00
32	HB-16	Mosquito Control	Night	1,200	401 S. Bloxham Ave.	Tavares	1376742	T. & Th.	\$28.15	\$244.00	\$2,928.00
33	BB-07	North Lake Clerk's Office	Night	1,160	902 Avenida Central	Lady Lake - Villages	3452241	M.W.F.	\$21.69	\$282.00	\$3,384.00
34	HB-72	North Lake Tax Collector	Night	12,623	1800 David Walker Dr.	Tavares	3900123	M.T.W.Th.F.	\$82.85	\$1,795.00	\$21,540.00



MODIFICATION OF CONTRACT

Modification Number: One (1) Effective Date: 11/4/2022	Contract Number: 22-408 Title: Countywide Janitorial Services Effective Date: April 1, 2022
Contracting Officer: Bill Ponko, CPPO, CPPB E-mail: bill.ponko@LakeCountyFL.gov Telephone Number: 352-343-9489	Contractor Name and Address: Name: American Janitorial, Inc. Address: PO Box 2434 City: Umatilla, FL. 32784 ATTENTION: Jordan Dailey
Issued By: Procurement Services Lake County Administration Building 315 W. Main St., Suite 441 Tavares, Florida 32778-7800	
INSTRUCTIONS: Contractor shall sign Signature Block showing acceptance of the below written modification and <u>return this form to Procurement Services within ten (10) days after receipt</u> . Once fully executed, a copy of this modification will be returned to the Contractor to attach to the original Contract.	
DESCRIPTION OF MODIFICATION: This Contract Modification Number One (1) adds the East Lake Mini Library to the contract effective immediately. The following Master List is revised to reflect this addition.	
CONTRACTOR SIGNATURE BLOCK Signature: <u></u> Print Name: <u>Jordan Dailey</u> Title: <u>President</u> Date: <u>11/4/22</u> E-mail: <u>Jordan.dailey@ajiclean.com</u> Secondary E-mail: <u>Support@ajiclean.com</u>	LAKE COUNTY SIGNATURE BLOCK Signature: <u></u> Print Name: <u>Bill Ponko</u> Title: <u>Contracting Officer</u> Date: <u>November 4, 2022</u>
Distribution: Original – Bid File Copy – Contractor Contracting Officer	

AMERICAN JANITORIAL, INC.

No.	Building No.	Building	Day/Night Cleaning	Approx. Sq. Ft.	Street	City	Alternate Key	Cleaning Days	Scope Cost Per Visit	Scope Monthly Cost	Scope Annual Cost
1	HB-61	320 W. Main (Tax Coll./Prop. Appr.)	Night	24,146	320 W. Main St.	Tavares	2534770	M.T.W.Th.F.	\$81.42	\$1,764.00	\$21,168.00
2	HB-59	323 N. Sinclair	Night	3,000	323 N. Sinclair Ave.	Tavares	1497469	M.W.F.	\$31.00	\$403.00	\$4,836.00
3	HB-23	350 N. Sinclair	Night	5,512	350 N. Sinclair Ave.	Tavares	1374685	M.W.F.	\$41.77	\$543.00	\$6,516.00
4	HB-52	418 W. Alfred St.	Night	6,155	418 W. Alfred St.	Tavares	1277337	T. & Th.	\$59.08	\$512.00	\$6,144.00
5	FB-05	Area 1 Road Maintenance	Night	700	2310 W. Griffin Rd.	Leesburg	1171245	T. & Fr.	\$27.81	\$241.00	\$2,892.00
6	MB-05	Area 2 Road Maintenance	Night	700	110 Center St.	Minneola	1659388	T. & Th.	\$27.81	\$241.00	\$2,892.00
7	DB-01	Area 3 Road Maintenance	Day	650	19720 5th St.	Umatilla	2809981	T. & Th.	\$23.54	\$204.00	\$2,448.00
8	AB-09	Astor Library	Night	4,000	54905 Alco Rd	Astor	2754648	M.T.W.Th.F.	\$21.92	\$475.00	\$5,700.00
9	AP-01	Astor Recreation Park	Night	300	54835 Alco Rd	Astor	2754648	T. & F.	\$12.12	\$105.00	\$1,260.00
10	GB-10	BCC Warehouse # 1	Night	2,425	32400 County Rd 473	Leesburg	1184517	T. & F.	\$32.31	\$280.00	\$3,360.00
11	OB-03	Cagan's Crossing Library	Night	16,085	16729 Cagan Oaks	Clermont	3815905	M.T.W.Th.F.S..	\$46.62	\$1,212.00	\$14,544.00
12	HB-71	Clerk's Auditor's Office	Night	2,379	401 E. Alfred St.	Tavares	2808489	W. & F.	\$39.69	\$344.00	\$4,128.00
13	GB-10	Clerk's Warehouse	Day	1,300	32400 County Rd 473	Leesburg	1184517	T.	\$15.46	\$67.00	\$804.00
14	HB-55	Communications Maint. Facility	Night	2,400	20415 Independence Blvd.	Groveland	1390885	T. & Th.	\$26.65	\$231.00	\$2,772.00
15	HB-24	Community Services - Housing	Night	4,000	2004 & 2008 Classique Lane	Tavares	3840652	M.T.W.Th.F.	\$19.52	\$423.00	\$5,076.00
16	HB-24	Community Services - Housing and Veteran's Services	Night	4,000	1996 and 2000 Classique Lane	Tavares	3840652	M.T.W.Th.F.	\$21.83	\$473.00	\$5,676.00
17	HB-02	County Administration Building	Night	82,168	315 W. Main St.	Tavares	1276489	M.T.W.Th.F.	\$493.01	\$10,681.84	\$128,182.08
18	HB-11	Courthouse	Night	99,809	550 W. Main St.	Tavares	1277353	M.T.W.Th.F.	\$598.86	\$12,975.17	\$155,702.04
19	HB-21	Courthouse Expansion	Night	157,437	550 W. Main St.	Tavares	1277353	M.T.W.Th.F.	\$944.62	\$20,466.81	\$245,601.72
20	IB-02	East Lake Library	Night	4,974	31336 CR 437	Sorrento	1598061	M.T.W.Th.F.S.	\$26.88	\$699.00	\$8,388.00
21	IB-02	East Lake Mini - Library	Night	24,879	24809 Wallick Rd.	Sorrento	1598061	M & TH	\$22.85	\$198.00	\$2,376.00
21	HB-22	Emergency Communications and Operations Center (ECOC)	Night	24,879	425 W. Alfred St.	Tavares	1277353	M.T.W.Th.F.	\$64.38	\$1,395.00	\$16,740.00
22		EMS Support	Night	17,166	2345 S 14th Street	Leesburg	1741602	M	\$56.54	\$245.00	\$2,940.00
23	KB-04	Environmental Lab	Night	4,885	13100 County Landfill Rd.	Tavares	1441421	W. & F.	\$32.54	\$282.00	\$3,384.00
24	KB-05	Environmental Services Administration	Night	4,000	13130 County Landfill Rd.	Tavares	1441421	T. & Th.	\$29.77	\$258.00	\$3,096.00
25	CB-16	Fairgrounds - Expo Bldg.	Night	1,972	2101 County Rd 452	Eustis	1122767	Th.	\$51.69	\$224.00	\$2,688.00
26	LB-05	Fleet Maintenance Facility	Night	1,170	20423 Independence Blvd.	Groveland	1390885	T. & Th.	\$38.54	\$334.00	\$4,008.00
27	KB-01	Fuel Station	Night	100	12900 County Landfill Rd.	Tavares	1111935	M.W.F.	\$3.31	\$43.00	\$516.00
28	KB-07	Haz-Mat Trailer	Night	1,300	13100 County Landfill Rd.	Tavares	1441421	T. & Th.	\$21.00	\$182.00	\$2,184.00
29	HB-04	Historic Courthouse (1st floor only)	Night	6,491	317 W. Main St.	Tavares	1276471	F.S.M.	\$49.96	\$433.00	\$5,196.00
30	FB-11	Leesburg Tag Office	Night	8,300	1720 N. Citrus Blvd.	Leesburg	1171539	M.T.W.Th.F.	\$82.85	\$1,795.00	\$21,540.00
31	MB-02	Marion Baysinger Library	Night	4,500	756 W. Broad St.	Groveland	1523729	M.T.W.Th.F.S.	\$33.23	\$720.00	\$8,640.00
32	HB-16	Mosquito Control	Night	1,200	401 S. Bloxham Ave.	Tavares	1376742	T. & Th.	\$28.15	\$244.00	\$2,928.00
33	BB-07	North Lake Clerk's Office	Night	1,160	902 Avenida Central	Lady Lake -	3452241	M.W.F.	\$21.69	\$282.00	\$3,384.00
34	HB-72	North Lake Tax Collector	Night	12,623	1800 David Walker Dr.	Tavares	3900123	M.T.W.Th.F.	\$82.85	\$1,795.00	\$21,540.00

35	AB-13	Paisley Community Center	Night	3,000	24954 CR 42	Paisley	1312230	M.W.F.	\$26.23	\$341.00	\$4,092.00
36	AB-11	Paisley Library	Night	4,000	24954 CR 42	Paisley	1312230	M.T.W.F.S.	\$16.89	\$366.00	\$4,392.00
37	AB-17	Paisley Nature Center	Day 1pm -	3,102	25302 CR 42	Paisley	1312230	Twice a month	\$145.00	\$290.00	\$3,480.00
38	HB-60	Parking Garage (3 Elevators Only)	Night	115	200 N Sinclair	Tavares	2534770	M.T.W.Th.F.	\$13.66	\$296.00	\$3,552.00
39	GB-07	Parks and Trails Office	Day	5,376	2401 Woodlea Rd.	Tavares	3378695	M.W.F.	\$30.00	\$390.00	\$4,680.00
40	JB-05	Pear Property	Day	2,000	5336 University Ave.	Leesburg	1296234	W.	\$45.46	\$197.00	\$2,364.00
41	HB-20	Probation	Night	2,841	518 W. Alfred St.	Tavares	1822807	T. & Th.	\$30.12	\$261.00	\$3,132.00
42	HB-15	Property Records	Day	3,200	313 S. Bloxham Ave.	Tavares	1376742	T. & Th.	\$34.50	\$299.00	\$3,588.00
43	HB-07	Public Defender's Office	Night	6,000	123 N. Sinclair Ave.	Tavares	1277388	M.T.W.Th.F.	\$65.08	\$1,410.00	\$16,920.00
44	FB-15	Public Transportation Office	Night	2,942	2440 US Hwy 441/27	Fruitland Park	1740061	T. & Th.	\$32.31	\$280.00	\$3,360.00
45	KB-19	Road Operations Center	Day	876	12901 County Landfill Rd.	Tavares	1111935	W. & F.	\$26.77	\$232.00	\$2,784.00
46	KB-06	Scalehouse	Night	1,100	13130 County Landfill Rd.	Tavares	1441421	Thursday	\$27.23	\$118.00	\$1,416.00
47	MB-15	South Lake Clerk's Office	Night	1,054	800 N. US Hwy 27	Minneola	1109949	M.W.F.	\$113.23	\$1,472.00	\$17,664.00
48	MB-31	South Lake Tax Collector	Night	12,623	1505 Hooks Street	Clermont	2665793	M.T.W.Th.F.	\$82.85	\$1,795.00	\$21,540.00
49	LB-01	Tourist Welcome Center	Night	4,800	20763 US HWY 27	Groveland	3612132	W. & F.	\$59.19	\$513.00	\$6,156.00
50	KB-11	Traffic Operations	Night	2,800	28127 CR 561	Astatula	3701259	W. & F.	\$30.12	\$261.00	\$3,132.00
51	CB-05	Umatilla Community Center	Night	3,000	17107 Ballpark Rd.	Umatilla	1212197	M.W.F.	\$30.15	\$392.00	\$4,704.00
52	CB-05	Umatilla Community Center - New Building	Night	1,512	17107 Ballpark Road	Umatilla	1212197	M.W.F.	\$11.54	\$150.00	\$1,800.00
53	KB-17	WMFO	Night	2,700	13130 County Landfill Rd.	Tavares	1441421	M.W.F.	\$18.00	\$234.00	\$2,808.00
Total Cost									\$4,049.58	\$70,067.82	\$840,813.84

ADDITIONAL PRICING FOR NON-ROUTINE JANITORIAL SERVICES

Item	Unit	Unit Price
Special event and additional cleaning requests > \$500.00	Per person - per hour	\$20.00
Carpet cleaning	Per square foot	\$0.18
Floor stripping/sealing/waxing	Per square foot	\$0.45
Tile and grout cleaning	Per square foot	\$0.35
UPHOLSTERED FURNITURE CLEANING		
Item	Unit	Unit Price
Couch	Each	\$85.00
Office Chair	Each	\$6.50
Recliner	Each	\$45.00
Love Seat	Each	\$65.00
Foot Stool	Each	\$20.00
Pillow	Each	\$5.00
On-call Presidential cleaning (no minimum sqft. guaranteed)	Per square foot	\$0.45
Elevator cleaning – floors, walls, ceilings, doors, tracks, etc. per “Cleaning Guidelines”	Per cab	\$60.00
Add extra day porter	Per hour (min. 3 hours per day 3 days per week)	\$20.00
Provide one person, and associated supplies, for a 12 hour shift at a designated emergency facility during a designated emergency.	Per hour	\$30.00
HOURLY RATES FOR ADDITIONAL WORK REQUIRED		
Item	Unit	Unit Price

Labor - Regular Work Hours (M-F 8:00am to 5:00pm), Cost per man hour	Per Man Hour	\$25.00
Labor - After Regular Hours Work, Cost per man per hour	Per Man, Per Hour	\$25.00
Fan Rental per day	Per Day	\$30.00
Emergency Call Out Fee, Cost per occurrence	Per Occurrence	\$100.00
Materials to be supplied at actual cost plus Contractor's mark-up percentage	Percentage	10%

**CONTRACT FOR
COUNTYWIDE JANITORIAL SERVICES
ITB #22-408**

This is a contract between Lake County, Florida, a political subdivision of the State of Florida, referred to in this contract as COUNTY, and American Janitorial, Inc., a Florida for profit corporation, its successors and assigns, referred to in this contract as CONTRACTOR.

WITNESSETH:

WHEREAS, the COUNTY publicly submitted an Invitation to Bid (ITB) #22-408 seeking firms or individuals qualified to provide janitorial services in various county facilities; and

WHEREAS, CONTRACTOR wants to perform such services subject to the terms of this contract; and

WHEREAS, the provision of such services will benefit the parties and the residents of Lake County, Florida,

THEREFORE, the parties agree as follows:

1. The foregoing recitals are incorporated herein.
2. The purpose of this contract is for CONTRACTOR to provide all-inclusive janitorial services in various facilities countywide, hereinafter referred to as the "Service."
3. Scope: On the terms and conditions set forth in this contract, COUNTY hereby engages CONTRACTOR and CONTRACTOR agrees to provide all labor, materials and equipment to complete the service in accordance with the scope of services, attached hereto and incorporated herein as **Exhibit A**, as modified or clarified by the addendums.
4. Term: This contract will become effective on the date of the last party to sign it. This contract will remain in effect for an initial term of one year. The contract prices will prevail for the full duration of the initial term. The COUNTY shall have the option to renew this contract for two additional two-year periods. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a COUNTY prerogative, and not a right of CONTRACTOR. This prerogative will be exercised only when such continuation is clearly in the best interest of the COUNTY. The parties acknowledge that the term may be extended until the completion of any express and implied warranty periods provided within this contract.
5. Payment: COUNTY will pay and CONTRACTOR will accept as full and complete payment for the timely and complete performance of its obligation hereunder as provided in the pricing sheet attached as **Exhibit B**. Contract prices will prevail for the full duration of the contract. Prior to the completion of each term, the COUNTY may consider an adjustment to price based on changes as published by the U.S. Department of Labor, Bureau of Labor Statistics.
6. Invoice: The COUNTY will make payment on all undisputed invoices in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes. CONTRACTOR will submit an original invoice to the COUNTY after each service has been completed. Submittal of these invoices will not exceed 10 calendar days beyond the date the service was completed. Under no circumstances will the invoices be submitted to the COUNTY in advance of the delivery and acceptance of the service.
7. Progress Invoices: CONTRACTOR will submit progress invoices no later than the first of each month to the Office of Facilities Management, 32400 C.R. 473, Leesburg, Florida 34788. All invoices will contain the bid number, date and location of delivery or service, purchase order number, confirmation of acceptance of the goods or services by the COUNTY, and a detailed description of services provided. If parts or materials of a value of more than the \$25.00 minimum allowable charge are used as part of the Service and are shown on the invoice, they will be accompanied with a copy of the invoice to CONTRACTOR from its supplier. A service ticket will be included showing the name of the technician(s), the date the work was completed, the start and completion time of the service, the service rendered, the parts or materials (if

any) installed. CONTRACTOR will also submit with their invoice a completed "Certification of Payment to Subcontractors and Suppliers" form. Failure to submit invoices in the prescribed manner will delay payment, and CONTRACTOR may be considered in default of contract and this contract may be terminated. Final invoices will include an original, completed "Certification of Payment to Subcontractors and Suppliers" form, if applicable.

A. *Service \$25,000 and Under:* The COUNTY will provide a lump sum payment when all Service tasks are completed by the CONTRACTOR and approved by the COUNTY. In order for the COUNTY to provide payment, the CONTRACTOR will submit a documented invoice that provides the basic information set forth herein. If requested, the COUNTY may allow progress payments, but is under no obligation to do so and the specifics of the progress payments will be at the sole discretion of the COUNTY; or

B. *Service Greater than \$25,000:* The CONTRACTOR may receive periodic payments on a 30 day interval for Service tasks completed during that period by the CONTRACTOR and approved by the COUNTY'S Project Manager. Retention of funds will be held in accordance with Florida Prompt Payment Act. In order for the COUNTY to provide payment, the CONTRACTOR will submit a documented invoice that provides the basic information set forth below.

8. Licenses and Permits: CONTRACTOR will be solely responsible for obtaining all necessary approvals and permits to complete the service. CONTRACTOR will remain appropriately licensed throughout the course of the service. Failure to maintain all required licenses will entitle the COUNTY to terminate this contract. CONTRACTOR will be registered with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes.

9. Conditions: CONTRACTOR acknowledges that it has sufficient understanding of the nature and conditions of the work, including but not limited to, those bearing upon transportation, disposal, handling and storage of materials, availability of water, electric power, and roads, uncertainties of weather, physical conditions, character of equipment and facilities, quality and quantity of surface and subsurface materials, obstacles or conditions of the site. Any failure by CONTRACTOR to acquaint itself with any aspect of the work or with any of the applicable conditions will not relieve CONTRACTOR from responsibility for adequately evaluating the difficulty or cost of successfully performing the work required, nor will it be considered a basis for any claim for additional time or compensation.

10. Rental: In the event that the CONTRACTOR needs to rent a piece of equipment to complete the work being assigned, prior approval from the Project Manager will be required. The cost of the rental will be indicated on the estimate and the invoice. A copy of the invoice for the rental equipment will be included with the invoice. CONTRACTOR will be allowed to assess a percentage of up to 15% over the cost of the rental. A copy of the rental invoice to CONTRACTOR will accompany the invoice being submitted to the COUNTY. There will be no allowance for rental if it is reasonably ascertained that the equipment is needed to complete the work as outlined in the scope of work.

11. Funding: In the event any part of this contract or the Service, is to be funded by federal, state, or other local agency monies, the CONTRACTOR hereby agrees to cooperate with the COUNTY in order to assure compliance with all requirements of the funding entity applicable to the use of the monies, including providing access to and the right to examine relevant documents related to the Service and as specifically required by the Federal or state granting agency, and receiving no payment until all required forms are completed and submitted. A copy of the requirements will be supplied to the CONTRACTOR by the COUNTY upon request.

12. Price Redeterminations: CONTRACTOR may, but is not obligated to, petition for one or more price redeterminations where such price redeterminations are necessitated by documented increases in the cost of wages or fuel. Petitions for price redeterminations will be made within 30-calendar days of the anniversary date of the contract and only after the contract has been in effect for at least one year. Unless otherwise expressly set forth in the contract, no other price redeterminations will be allowed. All price redeterminations, once issued, will be prospective from the date of approval unless otherwise approved by a duly executed amendment to the contract. The following apply:

A. Basis for Price Redeterminations. The CONTRACTOR may petition for price redetermination based on the increased costs of wages, fuel, or materials. Price redeterminations will be based solely upon changes in pricing or costs documented by the Employment Cost Index (ECI) as published by the Bureau of Labor Statistics. The base index number for the ECI will be for the quarter in which the ITB opens. Any subsequent price redeterminations will use the last price redetermination approved for that price redetermination category as the "base index number." The COUNTY will have the right to audit the CONTRACTOR'S records, including, but not limited to, payroll, materials, and fuel cost records, to verify or otherwise investigate the validity of any price redetermination request.

B. Wage Price Redetermination. When requesting a price redetermination based upon an increase in wage costs, the CONTRACTOR will refer to and utilize the Employment Cost Index, Total Compensation, Private Industry, Index Number and Occupational Group as prepared by the Bureau of Labor Statistics in the U.S. Department of Labor located on the Statistics Site. The base figure will be tied to Trade, transportation, and utilities under the heading Service Providing Industries. Wage price redetermination increases will be granted only by reason of wage increases associated with the CONTRACTOR'S employees or subcontractors performing work or services pursuant to the contract.

C. Fuel Price Redetermination. If the price of fuel increases by a minimum of 10% percent, the CONTRACTOR may petition for a fuel price redetermination. As a condition of petitioning for a fuel price increase, the CONTRACTOR will be required to petition for a fuel price redetermination decrease if/when the price of fuel decreases by a minimum of 10% percent. Failure to make such petition may be grounds for contract termination and will entitle the COUNTY to a refund of the cumulative increase in pay to the CONTRACTOR due to any prior fuel price redetermination increases. Fuel price redetermination must be based solely upon changes as documented by the Producer Price Index (PPI) for the commodities "Unleaded Gasoline - WPU057104" or "#2 diesel fuel - WPU057303," as such may be applicable to the CONTRACTOR'S operations in connection with the CONTRACTOR'S performance of the contract.

D. All Price Redeterminations will be calculated as demonstrated in this example:
Contractor indicated on the Submittal Form that 30% of the cost to provide the product/service is directly attributed to the redetermination category (wage or fuel).

Current applicable PPI \$200.50
Base index PPI - \$179.20
PPI increase dollars \$21.30
PPI increase percentage ($\$21.30, \$179.20 = .1189$) 11.9%
Unit cost of the service is: \$100.00
30% of \$100.00 is directly attributed to the redetermination category \$30.00
 $\$30.00 \times 11.9\% = \3.57
New unit price is
 $(\$100 + \$3.57) \$103.57$

E. Expiration Upon Failure to Agree to Price Redetermination. If the COUNTY and the CONTRACTOR cannot agree to a price redetermination, then the Contract will automatically expire without penalty or expense to either party after a period of six months following the CONTRACTOR'S initial request for such price redetermination. Requests for price redeterminations not made in accordance with the provisions of this Section will be deemed null and void and will not be a valid reason or pretext for expiration or termination of the contract. If the contract expires pursuant to the terms and conditions of this Section, the COUNTY reserves the right, at no expense, penalty, or consequence to the COUNTY, to award any remaining tasks thereunder to the next available most responsive and responsible Contractor.

13. County Responsibilities.

A. Project Manager: The COUNTY will designate a COUNTY staff member to act as COUNTY'S Project Manager. It is agreed to by the parties that the COUNTY'S Project Manager will decide all questions, difficulties, or disputes, of whatever nature, which may arise relative to the interpretation of the plans, construction, prosecution and

fulfillment of the Scope of Services, and about the character, quality, amount and value of any work done, and materials furnished, under or by reason of this contract. The COUNTY'S Project Manager may appoint representatives as desired that will be authorized to inspect all work done and all materials furnished.

B. The COUNTY will pay in accordance with the provisions set forth in this contract. The COUNTY retains the right to inspect all work to verify compliance with the contract documents. Such inspection may extend to all or any part of the work and to the manufacture, preparation or fabrication of the materials to be used.

14. Contract Documents.

A. Definitions: For purposes of this contract, the term "contract documents" includes all bid documents, drawings, the Scope of Services, attachments to this contract, and provisions within this contract, along with any change orders or amendments to this contract. It is the intent of the contract documents to describe a functionally complete Service which defines the scope of work. Any work, materials, or equipment that may reasonably be inferred from the contract documents as being required to produce the intended result will be supplied whether or not specifically called for. When words which have a well-known technical or trade meaning are used to describe work, material or equipment, such words will be interpreted in accordance with that meaning. Reference to standard specifications, manuals or codes of any technical society, organization or association or to the laws or regulations of any governmental authority having jurisdiction over the Service, whether such reference be specified or by implication, will mean the latest standard specification, manual, code, law or regulation in effect at the time the work performed, unless specifically stated otherwise herein.

B. Contract Documents: The contract documents and all referenced standards cited therein are essential parts of the contract requirements. A requirement occurring in one is binding as though occurring in all. Drawings and specifications are intended to agree and be mutually complete. Any item not contained within the drawings, but contained in the specifications, or vice-versa, will be provided or executed as shown in either the drawing or specification at no extra costs to the COUNTY. Should anything not included in either the drawing or the specifications be necessary for the proper construction or operation of the Service as herein specified or should any error or disagreement between the specifications and drawings exist or appear to exist, CONTRACTOR will not derive unjust benefit thereby, or use such disagreement counter to the best interests of the COUNTY. CONTRACTOR will immediately notify the COUNTY'S Project Manager of any discrepancy and await the Project Manager's direction before proceeding with the work in question.

C. Completion of the Scope of Services: CONTRACTOR will give the work the attention necessary to assure the scheduled progress and will cooperate with the COUNTY and with other contractors on the job site. All work will be done in accordance with the contract documents. When not specifically identified in the technical specifications, such materials and equipment will be of a suitable type and grade for the purpose. All material, workmanship, and equipment will be subject to the inspection and approval of the COUNTY.

D. Errors and Omissions: CONTRACTOR will not take advantage of any apparent error or omission in the contract documents. If any error or omission appears in the contract documents, CONTRACTOR will immediately notify the COUNTY in writing of such errors or omissions. In the event CONTRACTOR knows or should have known of any error or omission and failed to provide such notification, CONTRACTOR will be deemed to have waived any claim for increased time or compensation CONTRACTOR may have had and CONTRACTOR will be responsible for the results and the costs of rectifying any such error or omission.

15. Contractor Personnel

A. Personnel: CONTRACTOR will assure that all personnel are competent, careful and reliable. All personnel must have sufficient skill and experience to perform their assigned task properly and satisfactorily, to operate any equipment involved, and will make do and proper effort to execute the work in the manner prescribed in the contract documents. When the COUNTY determines that any person is incompetent, unfaithful, intemperate, disorderly or insubordinate, such person will be immediately discharged from the Service and will not again be employed on the Service without the written consent

of the COUNTY. Should the CONTRACTOR fail to remove such person or persons, the COUNTY may withhold all payments which are or may become due or may suspend the work with approval of the COUNTY until such orders are complied with. No alcoholic beverages or drugs are permitted on any COUNTY properties. Evidence of alcoholic beverages or drug use by an individual will result in immediate termination from the job site.

B. E-Verify: CONTRACTOR will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the CONTRACTOR during the term of this contract; and will expressly require any contractor and subcontractors performing work or providing services pursuant to this contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

C. Employment: CONTRACTOR acknowledges and agrees that, in accordance with Section 255.099, Florida Statutes, if the Service assigned to CONTRACTOR is being supported in whole or in part by State funding CONTRACTOR will give preference to the employment of state residents in the performance of the work on the Service if state residents have substantially equal qualifications to those of non-residents. If CONTRACTOR is required to employ state residents, CONTRACTOR will contact the Department of Economic Opportunity to post the employment needs in the State's job bank system. However, in work involving the expenditure of federal aid funds, this section may not be enforced in such a manner that would conflict with or be contrary to federal law prescribing a labor preference to honorably discharged soldiers, sailors, or marines, or prohibiting as unlawful any other preference or discrimination among the citizens of the United States.

D. Superintendent: CONTRACTOR will have at the Service site as its agent a competent superintendent capable and thoroughly experienced in the type of work being performed, who will receive instructions from the COUNTY. The superintendent will supervise all trades, direct all Service activities, establish and maintain installation schedules, and provide the COUNTY'S Project Manager with progress reports as requested. The superintendent will have full authority to execute the orders or directions of the COUNTY, and if applicable to supply promptly any materials, tools, equipment, labor and incidentals which may be required. Such superintendent will be furnished regardless of the amount of work sublet. The CONTRACTOR'S superintendent will speak, write, and understand English and will be on the job site during all working hours.

E. Dress Code: CONTRACTOR will maintain a dress code for its employees with a minimum of shirts, pants, and work shoes/boots, in decent condition, at all times while the work is being performed. In the event the COUNTY determines ID badges are necessary, the COUNTY will provide CONTRACTOR with ID badges and CONTRACTOR agrees to enforce that its employees, whether employed by CONTRACTOR or a subcontractor, wear such ID badge while working on site for the Service.

F. Employee Documentation: If required by the COUNTY for a Service, CONTRACTOR will provide the COUNTY'S Project Manager with all requested documentation for all personnel, subcontractors, and representatives of CONTRACTOR that will be utilized for the Service. Documentation will be provided within five working days of request and will be submitted electronically in PDF format. This information will also be provided when new personnel, subcontractors, and representatives of CONTRACTOR are hired at any time during the contract period for the Service. The information supplied will be used to run background checks and to provide identification badging, proximity cards, and keys. All required documentation will be supplied in one PDF attachment that will be titled with the Company's name, the person's name, and the person's birthdate.

Example: ACME Plumbing - John H. Smith - 10/10/96. The documentation will include the following: Full name, Address, Email address, Telephone number, Copy of driver's license/state of Florida identification card/valid passport/valid work visa, current color photo (head shot) taken with a plain background, Building name(s) and address(s) of the facilities where the individual will be working, and any additional information that may be requested by the Lake County Sheriff's Office.

G. Criminal Justice Information Services (CJIS): When advised by the COUNTY'S Project Manager, CONTRACTOR'S personnel, subcontractors, and representatives will be required to complete an online training class that includes testing in order to have access to some secure areas of COUNTY facilities. Finger printing may also be required and will be performed by the Lake County Sheriff's Office at no expense to the CONTRACTOR.

H. Background Check: Background checks may be performed by the Lake County Sheriff's Office for projects or services being done at the Lake County Courthouse at no expense to CONTRACTOR. On sites other than the Lake County Courthouse, all personnel, subcontractors, and representatives of the CONTRACTOR will be required to submit to the Florida Department of Law Enforcement (1-850-410-8109) for a "Certified Background Check". CONTRACTOR will be responsible for all costs associated with the "Certified Background Check". A copy of the "Certified Background Check" will be supplied to the COUNTY'S Project Manager prior to any work starting. The COUNTY'S Project Manager will notify the CONTRACTOR electronically of approved and denied background checks. Reasons for denials will not be provided.

I. Identification Badging / Proximity Cards / Keys: CONTRACTOR'S personnel, subcontractors, and representatives that are approved to work in restricted areas will receive an identification badge which will also act as a proximity card. All approved personnel, subcontractors, and representatives of CONTRACTOR will be issued identification badge(s) and will be required to wear them at all times while on COUNTY property. Personnel, subcontractors, and representatives of the CONTRACTOR will not be allowed to work on COUNTY property prior to being given approval by the Office of Facilities Management and the assignment of a CONTRACTOR identification badge. For facilities that do not have proximity card readers, keys will be issued to or approved personnel, subcontractors, and representatives of CONTRACTOR. The Office of Facilities Management will notify CONTRACTOR that identification badges, proximity cards, or keys are ready for pickup, and will have CONTRACTOR complete a release form(s) and then distribute them to CONTRACTOR for disbursement to their personnel, subcontractors, and representatives.

J. Lost/Stolen/Damaged Identification Badges / Proximity Cards / Keys: In the event that an identification badge, proximity card or key is lost, stolen or damaged, CONTRACTOR will immediately notify the COUNTY'S Project Manager. Personnel, subcontractors, and representatives of the CONTRACTOR will be temporarily substituted by CONTRACTOR until a new identification badge/proximity card is provided. CONTRACTOR will be assessed a \$25.00 fee for each lost, stolen, or damaged card or key. All fees due will be deducted from the CONTRACTOR'S next invoice.

K. Reports: CONTRACTOR will provide an initial report within 30 business days of the start date and then a quarterly report due the first week of the month in January, April, July, and October for all employees currently being utilized for Projects or Services for the COUNTY. All additions or changes will be highlighted in yellow. The COUNTY'S Project Manager will provide a standardized excel form at contract initiation that will be used. Reports will be provided for the duration of the Service. The report will be delivered electronically in PDF format to the Lake County Sheriff's Office Representative, the Facilities Maintenance Division Manager, and the COUNTY'S Project Manager. Reports will include the following information Individual's name, birthdate, and driver's license number, Identification badge/proximity card number, All facilities where the employee works, All facilities accessible by proximity card or key, The date the identification badge/proximity card was issued, Dates of subsequently issued identification badges/proximity cards due to loss, theft, or damage, and The date that the individual left employment of the contractor and the identification badge/proximity card was returned.

L. Leave Reporting and Project Completion: CONTRACTOR will immediately contact the COUNTY'S Project Manager upon the dismissal or permanent leave of any personnel, subcontractors, and representatives of CONTRACTOR that are utilized for Service for the COUNTY. CONTRACTOR will contact the COUNTY'S Project Manager to arrange to drop off identification badge(s), proximity card(s), and key(s) of a dismissed worker(s) within three business days of dismissal or leave. At the completion of the Service the CONTRACTOR will, within three business days, arrange to meet with the Facilities Maintenance Division Manager to return all identification badges, proximity cards, and keys.

M. Subcontractors:

- i. CONTRACTOR will be responsible to the COUNTY for the acts and omissions of CONTRACTOR'S subcontractors and of persons either directly or indirectly employed by them.
- ii. All subcontractors, for as long as the subcontractor is working on the job site, will have at least one supervisor/foreman on the job site that will speak and understand English.
- iii. CONTRACTOR will cause its subcontractors and suppliers to comply with the Service schedule and applicable sub-schedules.
- iv. CONTRACTOR will include with the final invoice a completed CONTRACTOR'S FINAL PAYMENT AFFIDAVIT, which will be provided by the COUNTY to the CONTRACTOR. A copy of the Affidavit may be provided by request to the COUNTY.

N. Emergency Contact: CONTRACTOR will have a responsible person available at, or reasonably near, the Service on a 24 hour basis, seven days a week, who may be contacted in emergencies and in cases where immediate action must be taken to handle any problem that might arise. CONTRACTOR will submit to the COUNTY'S Project Manager, the phone numbers and names of personnel designated to be contacted in cases of emergencies. This list will contain the name of their supervisors responsible for work pertaining to this contract.

O. Notification of Emergency: In the event of an emergency affecting the safety or protection of persons, or the work or property at the Service site or adjacent thereto, the CONTRACTOR, without special instruction or authorization from the COUNTY, is obligated to act to prevent threatened damage, injury or loss. CONTRACTOR will contact the COUNTY as soon as possible by telephone and with written notice as soon as feasible thereafter, but no later than 24 hours after the occurrence of the emergency, if CONTRACTOR believes that any significant changes in the work or variations from the contract documents has occurred. If the COUNTY determines that a change in the contract documents is required of the action taken in response to an emergency, a change order request will be issued to document the consequences of the changes or variations. If CONTRACTOR fails to provide written notice within the 24 hour limitation noted above, CONTRACTOR will be deemed to have waived any right it otherwise may have had to seek an adjustment to the contract amount or an extension to the contract time.

16. Safety:

A. CONTRACTOR will be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work and for complying with all requirements of the Occupational Safety and Health Administration (OSHA) and any other industry, federal, state or local government standards, including the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA). CONTRACTOR will take all necessary precautions for the safety of, and will provide the necessary protection to prevent damage, injury or loss to persons or property. CONTRACTOR will be aware that while working for the COUNTY, representatives from agencies such as OSHA are invitees and need not have warrants or permission to enter the work site. Any fines levied by the above-mentioned authorities for failure to comply with these requirements will be borne solely by CONTRACTOR.

B. CONTRACTOR certifies that all material, equipment, etc. to be used in an individual Service meets all Occupational Safety and Health Administration (OSHA) requirements. CONTRACTOR certifies that if any of the material, equipment, etc. is found to be deficient in any OSHA requirement in effect on the date of delivery, all costs necessary to bring the material, equipment, etc. into compliance with the aforementioned requirements will be borne by CONTRACTOR. All standard equipment, work operations, safety equipment, personal protective equipment, and lighting required or mandated by State, Federal, OSHA, or Americans with Disabilities Act (ADA) regulations must be provided and used by CONTRACTOR and its employees.

C. All safety devices installed by the manufacturer on equipment utilized by CONTRACTOR on the jobsite will be in place and in proper working order at all times. If COUNTY determines that the equipment is deficient in safety devices, CONTRACTOR will be notified immediately. CONTRACTOR will immediately repair or remove the equipment from service until the deficiency is corrected to the satisfaction of the COUNTY.

D. The COUNTY may periodically monitor the work site for safety. Should there be safety or health violations, the COUNTY will have the authority, but not the duty, to require CONTRACTOR to correct the violation in an expeditious manner. If there is any situation that is deemed unsafe by the COUNTY, the Service will be shut down immediately upon notice and will not resume work until the unsafe condition has been remedied.

E. Should the work site be in a hazardous area, the COUNTY will take reasonable actions to furnish CONTRACTOR with information concerning hazards such as the types or the identification of known toxic material, machine hazards, Material Safety Data Sheets, or any other information that would assist CONTRACTOR in the planning of a safe work site.

F. CONTRACTOR retains the ultimate responsibility to ensure all work is performed in a manner consistent with all applicable safety standards and directives.

G. CONTRACTOR will erect and maintain, as required by existing conditions and contract performance, safeguards for safety and protection such as barricades, danger signs, a construction fence, and other warnings against hazardous conditions.

H. CONTRACTOR will be responsible for the removal of all surplus material and debris from the Service site at the end of each workday. All costs associated with clean-up and debris removal will be included in the lump sum price stated elsewhere herein. CONTRACTOR will leave the site clean and neat. All work must be cleaned up prior to the next day of business. The specified work will not interfere with the regular operating hours of Lake County.

I. CONTRACTOR must have ample cleaning supplies and a minimum of two vacuum cleaners on-site for clean-up. The CONTRACTOR will not use COUNTY cleaning supplies or equipment. Upon final completion, CONTRACTOR will thoroughly clean-up all areas where work has been involved as mutually agreed with the COUNTY'S Project Manager. If at any time the CONTRACTOR fails to clean up the work area to acceptable levels the COUNTY will retain outside cleaning services and the actual costs for this service will be deducted from the CONTRACTOR'S final payment with the minimum cost of \$50.00 to offset COUNTY time for securing services to properly clean and inspect the site.

J. CONTRACTOR will confine all equipment, materials and operations to the Service site and areas identified in the contract documents. CONTRACTOR will assume all responsibility for any damage to any such area resulting from the performance of the work.

K. CONTRACTOR is responsible for notifying the COUNTY of any hazardous materials used on the work site and providing the COUNTY a copy of the Material Safety Data Sheets (MSDS). Any spillage of hazardous chemicals or wastes by the CONTRACTOR will be reported immediately to the COUNTY and cleaned up in accordance with all State and Federal Regulations. The cost of cleanup of any spillage of hazardous chemicals or wastes caused by CONTRACTOR will be the sole responsibility of CONTRACTOR and the COUNTY will share no responsibility of these costs. A copy of the complete report showing compliance with local, state, and federal agencies will be given to the COUNTY. If any hazardous chemicals or conditions are discovered during the normal operation, it is the responsibility of CONTRACTOR to immediately contact the COUNTY with a description and location of the condition. The MSDS will include the following information:

- i. The chemical name and the common name of the toxic substance

- ii. The hazards or other risks in the use of the toxic substance, including the potential for fire, explosion, corrosiveness, and reactivity.
- iii. The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by the exposure to the toxic substances.
- iv. The primary route of entry and symptoms of exposure.
- v. The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure;
- vi. The emergency procedure for spills, fire, disposal and first aid.
- vii. A description in lay terms of the known specified potential health risks posed by the toxic substance intended to alert any person reading this information.
- viii. The year and month, if available, that the information was compiled, and the name, address and emergency telephone number of the manufacturer responsible for preparing the information.

17. Facilities Provisions.

A. Underground Utilities: Any required ground digging or subsurface work will be done in accordance with Chapter 556, Florida Statutes. It will be the responsibility of CONTRACTOR to have all underground utilities located before any work begins (Sunshine State One Call 1-800-432-4770). The repairs of any damaged underground utilities as a result of the work being performed by CONTRACTOR will be the responsibility of CONTRACTOR. The proper utility company will be contacted immediately to expedite the repairs, if damage has occurred. CONTRACTOR will notify the COUNTY and provide a written explanation of the incident within two days of the damage to any underground utilities.

B. General Inspection Requirements:

- i. CONTRACTOR will furnish the COUNTY with every reasonable accommodation for finding out whether the work performed, and materials used are in accordance with the requirements and intent of the contract documents. If the COUNTY so requests, the CONTRACTOR will, at any time before final acceptance of the work, remove or uncover such portions of the finished work as may be directed. After examination, CONTRACTOR will restore the uncovered portions of the work to the standard required by the specifications. Should the work so exposed or examined prove unacceptable to the COUNTY, the uncovering or removal, and the replacing of the covering or making good of the parts removed, will be at CONTRACTOR'S expense. However, should the work exposed or examined prove acceptable in the opinion of the COUNTY, the uncovering or removing and the replacing or the covering or making good of the parts removed, will be paid for as unforeseen work.
- ii. If the COUNTY fails to reject defective work or materials, whether from lack of discovery of such defect or for any other reason, such initial failure to reject will in no way prevent the COUNTY'S later rejection when such defect is discovered, nor obligate the COUNTY to final acceptance or payment, and CONTRACTOR will make no claim for losses suffered due to any necessary removals or repairs of such defects.
- iii. If, during or prior to construction operations, the COUNTY rejects any portion of the work on the grounds that the work or materials are defective, the COUNTY will give CONTRACTOR notice of the defect, which notice may be confirmed in writing. The CONTRACTOR will then have seven calendar days from

the date the notice is given to correct the defective condition. If CONTRACTOR fails to correct the deficiency within the seven calendar days, the COUNTY may take any action necessary, including correcting the deficient work utilizing another contractor, returning any non-compliant goods to CONTRACTOR at CONTRACTOR'S expense or terminating this Contract. CONTRACTOR will not assess any additional charges for any conforming action taken by the COUNTY. The COUNTY will not be responsible to pay for any product or service that does not conform to the contract documents.

- iv. Should CONTRACTOR fail to remove and renew any defective materials used or work performed, or to make any necessary corrections in an acceptable manner and in accordance with the contract documents, within the time indicated in writing, the COUNTY may direct CONTRACTOR to correct the unacceptable or defective materials or work at CONTRACTOR'S expense. Any expense incurred by the COUNTY, whether direct, indirect or consequential, in making said repairs, removals, or renewals will be paid for out of any monies due or which may become due to CONTRACTOR. A change order will be issued, incorporating the necessary revisions to the contract documents, including an appropriate decrease to the contract amount. Such costs will include, but not be limited to, costs of repair and replacement of work destroyed or damaged by correction, removal or replacement of CONTRACTOR'S defective work and additional compensation due the COUNTY. CONTRACTOR will not be allowed an extension of the term of this Contract because of any delay in performance of the Service attributable to the exercise by the COUNTY of the COUNTY'S rights and remedies hereunder.
- v. If CONTRACTOR fails to honor the change order, the COUNTY may terminate this contract. In the event the COUNTY'S Project Manager finds the materials or the finished product in which the materials are used and not within reasonably close conformity to the specifications, the COUNTY'S Project Manager will then make a determination if the work will be accepted and remain in place. In this event, the COUNTY'S Project Manager will document the basis of acceptance by a change order that will provide for an appropriate deduction as needed in the contract price for such work or materials necessary to conform to the determination based on the COUNTY'S Project Manager's professional judgment.
- vi. When all or a portion of the cost of Services is to be paid by federal, state or another governmental agency, the work will be subject to such inspection by federal, state, or other governmental agency representative, but such inspections will not make the government or agency a party to this contract.

18. Service Materials and Storage:

A. Unless otherwise specified within the contract documents, all materials to be used to complete the Service, except where recycled content is specifically requested, will be new, unused, of recent manufacture, and suitable for its intended purpose. All goods will be assembled, serviced, and ready for operation when delivered. In the event any of the materials supplied by CONTRACTOR are found to be defective or do not conform to specifications: (1) the materials may be returned to CONTRACTOR at CONTRACTOR'S expense and this Contract may be terminated, or (2) the COUNTY may require CONTRACTOR to replace the materials at CONTRACTOR'S expense.

B. Materials will be placed to permit easy access for proper inspection and identification of each shipment. Any material which has deteriorated, become damaged, or is otherwise unfit for use, as determined by the COUNTY, will not be used in the work, and will be removed from the site by CONTRACTOR at CONTRACTOR'S expense. Until incorporated into the work, materials will be the sole responsibility of CONTRACTOR and CONTRACTOR will not be paid for such materials until incorporated into the work. If any chemicals, materials or products containing toxic substances are to be used at any time, CONTRACTOR will furnish a Material Safety Data Sheet to the COUNTY prior to commencing such use.

C. When not specifically identified in the technical specifications, such materials and equipment will be of a suitable type and grade for the purpose.

D. All unusable materials and debris will be removed from the premises at the end of each workday and disposed of in an appropriate manner.

19. Time for Completion and Extensions:

A. A written notice to proceed is required for the CONTRACTOR to schedule or begin work. CONTRACTOR will diligently pursue the completion of the work and coordinate the work being done on the Service by its subcontractors and material suppliers, as well as coordinate CONTRACTOR'S work with the work of other contractors so that CONTRACTOR'S work or the work of others will not be delayed or impaired. CONTRACTOR will be solely responsible for all means, methods, techniques, sequences and procedures, as well as coordination of all portions of the work under the contract documents.

B. Should CONTRACTOR be obstructed or delayed in the completion of the work as a result of unforeseeable causes beyond the control of CONTRACTOR, and not due to CONTRACTOR'S fault or neglect, CONTRACTOR will notify the COUNTY in writing within 24 hours after the commencement of such delay, stating the cause or causes thereof, or be deemed to have waived any right which CONTRACTOR may have had to request a time extension.

C. If CONTRACTOR complies with the 24 hour notice requirement, the COUNTY will ascertain the facts and the extent of the delay being claimed and recommend an extension to the contract time when, in the COUNTY'S sole judgment, the findings of fact justify such an extension. CONTRACTOR will cooperate with the COUNTY'S investigation of the delays by providing any schedules, correspondence or other data that may be required to complete the findings of fact. Extensions to the contract time may be granted only for those delays which impact CONTRACTOR'S construction schedule. Extensions of contract time, if approved by the COUNTY, must be authorized by written change order.

20. Changes in the Scope of Services:

A. The COUNTY may at any time, by written change order, in accordance with the COUNTY'S Purchasing Policy and Procedures, modify the Scope of Services. For changes requested by CONTRACTOR, CONTRACTOR will prepare and submit change order requests for COUNTY approval. Each change order will include time and monetary impacts of the change, whether the change order is considered alone or with all other changes during the course of the Service. Both the COUNTY and CONTRACTOR will execute the change order. The value of such extra work or change will be determined by the contract unit values, if applicable unit values are set forth in this contract. The amount of the change will be computed from such values and added to or deducted from the contract price.

B. If the COUNTY and CONTRACTOR are unable to agree on the change order for a requested change, CONTRACTOR agrees to promptly perform the change as directed in writing by the COUNTY. If CONTRACTOR disagrees with the COUNTY'S adjustment determination, CONTRACTOR must make a claim pursuant to the Claims and Disputes section herein, or else be deemed to have waived any claim on this matter CONTRACTOR might have otherwise had. For work not contemplated by the original contract, the amount of an increase will be limited to CONTRACTOR'S reasonable direct labor and material costs and reasonable actual equipment costs as a result of the change (including allowance for labor burden costs) plus a maximum ten percent (10%) markup for all overhead and profit, unless otherwise agreed to in writing by the COUNTY. In such case, CONTRACTOR will keep and present to the COUNTY an itemized accounting together with appropriate supporting data. In the event such changed work is performed by a subcontractor, a maximum 10% markup for all overhead and profit for all subcontractors' direct labor and material costs and actual equipment costs will be permitted, with a maximum 5% markup thereon by CONTRACTOR for all of its overhead and profit, for a total overall maximum markup of 15% of the amount of changed work. All compensation due CONTRACTOR and any subcontractor or sub-subcontractor for field and home office overhead is included in the markups listed above.

C. The COUNTY will not be liable to CONTRACTOR for any increased compensation in the absence of a written change order executed in accordance with COUNTY policy. The payment authorized by such a change order will represent

full and complete compensation to CONTRACTOR for labor, materials, incidental expenses, overhead, profit, costs and time associated with the work authorized by such change order.

D. Execution by CONTRACTOR of a properly authorized change order will be considered a waiver of all claims or requests for additional time or compensation for any activities prior to the time of execution related to items included in the change order.

E. Upon receipt of an approved change order, changes in the Scope of Services will be promptly performed. All changes in work will be performed under the terms and conditions of this contract.

F. Change orders will not be issued for incidental items or tasks that should have been reasonably construed to be part of the project by the CONTRACTOR.

21. Claims and Disputes:

A. Claims by CONTRACTOR will be made in writing to the COUNTY within two business days after the commencement of the event giving rise to such claim or CONTRACTOR will be deemed to have waived the claim. All claims will be priced in accordance with the section in this document entitled "Changes in Work."

B. CONTRACTOR will proceed diligently with its performance as directed by the COUNTY, regardless of any pending claim, action, suit, or administrative proceeding, unless otherwise agreed to by the COUNTY in writing. The COUNTY will continue to make payments on the undisputed portion of the contract in accordance with the contract documents during the pendency of any claim.

C. Claims by CONTRACTOR will be resolved in the following manner:

- i. Upon receiving the claim and supporting data, the COUNTY will within 15 calendar days respond to the claim in writing stating that the claim is either approved or denied. If denied, the COUNTY will specify the grounds for denial. The CONTRACTOR will then have 15 calendar days in which to provide additional supporting documentation, or to notify the COUNTY that the original claim stands as is.
- ii. If the claim is not resolved, the COUNTY may, at its option, choose to submit the matter to mediation. A mediator will be mutually selected by the parties and each party will pay one-half (1/2) the expense of mediation. If the COUNTY declines to mediate the dispute, CONTRACTOR may bring an action in a court of competent jurisdiction in and for Lake County, Florida.
- iii. Claims by the COUNTY against CONTRACTOR will be made in writing to the CONTRACTOR as soon as the event leading to the claim is discovered by the COUNTY. CONTRACTOR will respond in writing within 15 calendar days of receipt of the claim. If the claim cannot be resolved, the COUNTY will have the option to submit the matter to mediation as set forth in (C)(ii) above.
- iv. Arbitration will not be considered as a means of dispute resolution.
- v. No claim for damages or any claim other than for an extension of time will be made or asserted against the county by reason of any delays. No interruption, interference, inefficiency, suspension or delay in the commencement or progress of the work will relieve CONTRACTOR of its duty to perform or give rise to any right to damages or additional compensation from the COUNTY. CONTRACTOR expressly acknowledges and agrees that CONTRACTOR will receive no damages for delay. This provision will not preclude recovery or damages by CONTRACTOR for hindrances or delays due solely to fraud, bad faith or active interference on the part of the COUNTY. Otherwise, CONTRACTOR will be entitled to

extensions of the contract time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

22. Acceptance of the Work and Final Payment: The work and services rendered under this contract will remain the property of the CONTRACTOR and will not be deemed complete until a physical inspection and actual usage of the product(s) or service(s) is (are) accepted by the COUNTY and will be in compliance with the terms herein, in accord with the specifications and of the highest quality. Any goods or services purchased under this contract may be tested/inspected for compliance with the specifications listed.

23. Final Inspection: When all materials have been furnished, all work has been performed, and the construction contemplated by this contract has been satisfactorily completed, the COUNTY will make the final inspection. The final inspection will be completed within five business days of receipt of notification from the CONTRACTOR that the Service is ready. The COUNTY will notify CONTRACTOR, if necessary, of any deficiencies with the Service, and CONTRACTOR will correct all deficiencies before final acceptance and payment is made.

24. Maintenance of Work: CONTRACTOR will maintain all work in as-new condition until the final inspection is completed and the work is accepted by the COUNTY. All insurance will be maintained until final acceptance by the COUNTY.

25. Final Acceptance: When the Service or any portion thereof, as designated by the COUNTY, is ready for its intended use, the COUNTY and any other invited parties will make an inspection of the Service, to verify its completeness and develop a punch list of items needing completion or correction before final payment will be made. CONTRACTOR will have 10 calendar days to correct all deficiencies. An \$80.00 re-inspection fee will be applied for the third inspection and any required re-inspection thereafter. The COUNTY will have the right to exclude CONTRACTOR from those portions of the work designated as complete after the inspection; provided, however, that CONTRACTOR will have reasonable access for the time allotted by the COUNTY to complete or correct items on the punch list. When the work provided for under this Contract has been completely performed by CONTRACTOR, and the final inspection has been made by the COUNTY, a final invoice will be prepared by the CONTRACTOR. The amount of this invoice, less any sums that may have been deducted or retained under the provisions of this contract, will be paid to CONTRACTOR in accordance with this Contract, and after CONTRACTOR has agreed in writing to accept the balance due, as determined by the COUNTY, as full settlement of the account under the contract and of all claims in connection therewith. Occupancy by the COUNTY alone does not constitute final acceptance.

26. Waiver of Claims: CONTRACTOR'S acceptance of final payment will constitute a full waiver of any and all claims by the CONTRACTOR against the COUNTY arising out of the contract or otherwise related to the Service, except those previously made in writing and identified by CONTRACTOR as unsettled at the time the final estimate is prepared. Neither the acceptance of the work nor payment by the COUNTY will be deemed a waiver of the COUNTY'S rights to enforce any continuing obligations of CONTRACTOR or to the recovery of damages for defective work not discovered by the COUNTY at the time of final inspection.

27. Termination of Contractor's Responsibilities: This contract will be considered complete when all work has been completed and accepted by the COUNTY and all warranty periods have expired. CONTRACTOR will then be released from further obligation except as set forth in this contract.

28. Recovery Rights Subsequent to Final Payment: The COUNTY reserves the right, should an error be discovered in the invoice, or should proof of defective work or materials used by or on the part of CONTRACTOR be discovered after the final payment has been made, to claim and recover from CONTRACTOR by process of law, such sums as may be sufficient to correct the error or make good the defects in the work and materials, including any fees or costs associated with the additional services of the COUNTY.

29. Warranties:

A. All warranties will begin on the date of the COUNTY'S acceptance of the Service which will be the date final payment is issued to CONTRACTOR and will last for a period of 12 months unless otherwise specified in the Scope of Services, plans or specifications. CONTRACTOR will obtain and assign to the COUNTY all express warranties given to CONTRACTOR or any subcontractors by any material suppliers, equipment or fixtures to be incorporated into the Service.

B. CONTRACTOR warrants to the COUNTY that any materials and equipment furnished under the contract documents will be new unless otherwise specified, and that all work will be of good quality, free from defects and in conformance with the contract documents. CONTRACTOR warrants to the COUNTY that all materials and equipment furnished under the contract documents will be applied, installed, connected, erected, used, cleaned and conditioned in accordance with the instructions of the applicable manufacturers, fabricators, suppliers or processors except as otherwise provided for the contract documents. This warranty requirement will remain in force for the full period identified above, regardless of whether CONTRACTOR is still under contract at the time of the defect. These warranties are in addition to those implied warranties to which the COUNTY is entitled as a matter of law.

C. If sod is used as part of an individual Service, it will be warranted to be free of noxious and invasive weeds, disease, and insects. If pests or noxious weeds manifest themselves within 60 days of placement of the sod, CONTRACTOR will treat the affected areas. The process for treating these areas will be approved by the COUNTY. If the sod does not meet any of the required specifications, CONTRACTOR will be responsible to replace it at no expense to the COUNTY. It will be the responsibility of CONTRACTOR to ensure the sod is sufficiently established as described as specified in the scope of services, plans, or specifications. This will include watering the sod on a regular basis as needed to keep it alive until established. Established will be considered as being sufficiently rooted, as determined by the Project Manager, into the surface that it was installed. If the sod dies or does not become established CONTRACTOR will be responsible for the replacement at no cost to the COUNTY.

D. CONTRACTOR will be responsible for promptly correcting any deficiency, at no cost to the COUNTY, within five calendar days after the COUNTY notifies CONTRACTOR of such deficiency in writing. If CONTRACTOR fails to honor the warranty or fails to correct or replace the defective work or items within the period specified, the COUNTY may, at its discretion, notify CONTRACTOR in writing that CONTRACTOR may be debarred as a COUNTY vendor, and become subject to contractual default if the corrections or replacements are not completed to the satisfaction of the COUNTY within five calendar days of receipt of the notice. If CONTRACTOR fails to satisfy the warranty within the period specified in the notice, the COUNTY may (a) place CONTRACTOR in default of its contract and (b) procure the products or services from another source and charge CONTRACTOR for any additional costs that are incurred by the COUNTY for this work or items, either through a credit memorandum or through invoicing.

E. Liquidated Damages: If the deficiencies have been noted and the remedies have not been completed within the contracted time, the COUNTY may send out a notification notifying CONTRACTOR of an assessment of Liquidated Damages. The COUNTY and CONTRACTOR recognize that, since time is of the essence for this Contract, the COUNTY will suffer financial loss if the work is not completed within the time specified. The COUNTY will be entitled to assess Liquidated Damages, not a penalty, for each calendar day. The Service will be deemed to be completed on the date the work is considered complete to the satisfaction of the COUNTY. CONTRACTOR hereby expressly waives and relinquishes any right which it may have to seek to characterize the Liquidated Damages as a penalty. The parties agree that the Liquidated Damages sum represents a fair and reasonable estimate of the COUNTY'S actual damages at the time of contracting if CONTRACTOR fails to complete the work in a timely manner. The Liquidated Damages will be as set forth in the following table:

Service/Project Amount	Daily Charge (Per Calendar Day)
\$5,000 and under	\$25
Over \$5,000 but less than \$10,000	\$65
\$10,000 or more but less than \$20,000	\$91

\$20,000 or more but less than \$30,000	\$121
\$30,000 or more but less than \$40,000	\$166
\$40,000 or more but less than \$50,000	\$228
\$50,001 or more	\$250

F. The COUNTY will retain from the compensation to be paid to the CONTRACTOR the above-described sum. If CONTRACTOR is in default for not completing the Service within the time specified, the COUNTY may require CONTRACTOR to stop work on any other project or service to the COUNTY until the Service specific in this Contract is complete and the Liquidated damages Sum is satisfied.

30. Sanitation: If the Service does not involve interior work, CONTRACTOR will be required to provide and maintain adequate sanitary conveniences for the use of persons employed for the Service. These conveniences will be maintained at all times without nuisance, and their use will be strictly enforced. The location of these conveniences will be subject to the COUNTY'S Project Manager's approval. All such facilities will be installed and maintained by CONTRACTOR in accordance with applicable federal, state, and local laws.

31. Submittals and Equal Products:

A. Submittals of products required for the Service assigned to CONTRACTOR hereunder, will be supplied to the COUNTY for pre-approval prior to the start of the work. These documents will be provided to the COUNTY at least one week before the installation.

B. If a product or service requested by the COUNTY for the Service has been identified in the specifications by a brand name and has not been notated as a "No Substitute" item, such identification is intended to be descriptive and not restrictive and is to indicate the quality and characteristics of product or service that will be acceptable. If CONTRACTOR offers an alternate product or service for consideration, such product must be clearly identified by CONTRACTOR to the COUNTY. The COUNTY will make a determination whether the alternate meets the salient characteristics of the specifications. An alternate product will not be considered for any item notated "No Substitute."

C. Unless CONTRACTOR clearly indicates in its response that it is proposing an alternate product, the response will be considered as offering the same brand name referenced in the specifications. If CONTRACTOR proposes to furnish an alternate product or service, the brand name of the product or service to be furnished will be clearly identified. A formal submittal for the alternate/shop drawings will be submitted. The evaluation of the alternate and the determination on acceptability of the alternate product or service will be the responsibility of the COUNTY and will be based upon information furnished by CONTRACTOR. The COUNTY will not be responsible for locating or securing any information which is not included in CONTRACTOR'S response. To ensure that sufficient information is available, CONTRACTOR will furnish as part of the bid or proposal all descriptive material by providing the manufacturer specification sheets so the COUNTY can make an informed determination whether the product offered meets the salient characteristics required by the specifications. Failure to do so will require the use of the specified products.

32. Fees: The following is a list of fees that may be assessed to CONTRACTOR during the term of this contract. These fees are assessed to help offset the additional costs associated with the COUNTY'S labor and vehicle usage required for unnecessary inspections or missed appointments. The \$80.00 fee shown below is a re-inspection fee for uncorrected workmanship. The fee will be applied to the third inspection and for any subsequent inspections. Any re-inspection fee charged to the COUNTY by other agencies having jurisdiction over the Service, will additionally be charged back to CONTRACTOR. The fees, if any, will be deducted from the final invoices.

Missing scheduled appointments	\$70.00 each occurrence
Failure to respond to emergency calls	\$250.00 per day
Late to emergency calls	\$36.00 per hour

Inspected unacceptable workmanship	\$80.00 each inspection
Failure to provide any and all required documentation or reports	\$75.00 per day
Failure to pass all inspecting authority re-inspections (within 30 days of initial inspection)	\$250.00 per day

33. Termination: This contract may be terminated by the COUNTY upon 10 calendar days advance written notice to the other party; but if any work, service or task hereunder is in progress but not completed on the date of termination, then this Contract may be extended upon written approval of the COUNTY until said work, service or task is completed and accepted.

A. Termination for Convenience: In the event this contract is terminated or cancelled upon the request and for the convenience of the COUNTY with the required 10 calendar day advance written notice, the COUNTY will reimburse CONTRACTOR for actual work satisfactorily completed.

B. Termination for Cause: Termination by the COUNTY for cause, default, or negligence on the part of CONTRACTOR will be excluded from the foregoing provision. Termination costs, if any, will not apply. The 10 calendar day advance notice requirement is waived in the event of termination for cause.

C. Termination Due to Unavailability of Funds in Succeeding Fiscal Years: When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, this contract will be canceled, and CONTRACTOR will be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services/Tasks delivered under this contract.

34. Assignment of Contract: This contract will not be assigned except with the written consent of the COUNTY'S Procurement Services Director. No such consent will be construed as making the COUNTY a party to the assignment or subjecting the COUNTY to liability of any kind to any assignee. No assignment will under any circumstances relieve CONTRACTOR of liability and obligations under this contract and all transactions with the COUNTY must be through CONTRACTOR. Additionally, unless otherwise stipulated herein, CONTRACTOR will notify and obtain prior written consent from the COUNTY prior to being acquired or subject to a hostile takeover. Any acquisition or hostile takeover without the prior consent of the COUNTY may result in termination of this contract for default.

35. Insurance:

A. CONTRACTOR will purchase and maintain at all times during the term of this Contract, without cost or expense to the COUNTY, policies of insurance as indicated below, with a company or companies authorized to do business in the State of Florida, and which are acceptable to the COUNTY, insuring the CONTRACTOR against any and all claims, demands, or causes of action, for injuries received or damage to property relating to the performance of duties, services, or obligations of the CONTRACTOR under the terms and provisions of the contract. An original certificate of insurance, indicating that CONTRACTOR has coverage in accordance with the requirements of this section must be received and accepted by the COUNTY prior to contract execution or before any work begins. It will be furnished by CONTRACTOR to the COUNTY'S Project Manager and Procurement Services Director within five working days of such request. The parties agree that the policies of insurance and confirming certificates of insurance will insure the CONTRACTOR in accordance with the following minimum limits:

- i. General Liability insurance on forms no more restrictive than the latest edition of the Occurrence Form Commercial General Liability policy (CG 00 01) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

Each Occurrence/General Aggregate	\$1,000,000/2,000,000
Products-Completed Operations	\$2,000,000

Personal & Adv. Injury	\$1,000,000
Fire Damage	\$50,000
Medical Expense	\$5,000
Contractual Liability	Included

- ii. Automobile liability insurance, including owned, non-owned, and hired autos with the minimum Combined Single Limit of \$1,000,000.
- iii. Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Chapter 440, Florida Statutes, and any other applicable law requiring workers' compensation (Federal, maritime, etc.). If not required by law to maintain workers compensation insurance, the CONTRACTOR must provide a notarized statement that if he or she is injured, he or she will not hold the COUNTY responsible for any payment or compensation.
- iv. Employers Liability with the following minimum limits and coverage:

Each Accident	\$1,000,000
Disease-Each Employer	\$1,000,000
Disease-Policy Limit	\$1,000,000
- v. Professional liability and specialty insurance (medical malpractice, engineers, architect, consultant, environmental, pollution, errors and omissions, etc.) as applicable, with minimum limits of \$1,000,000 and annual aggregate of \$2,000,000.

B. Lake County, a Political Subdivision of the State of Florida, and the Board of County Commissioners, will be named as additional insured as their interest may appear all applicable policies. Certificates of insurance must identify the RFP or ITB number in the Description of Operations section on the Certificate.

C. CONTRACTOR must provide a minimum of 30 days prior written notice to the County of any change, cancellation, or nonrenewal of the required insurance.

D. Certificates of insurance must evidence a waiver of subrogation in favor of the COUNTY, that coverage must be primary and noncontributory, and that each evidenced policy includes a Cross Liability or Severability of Interests provision, with no requirement of premium by the COUNTY.

E. CONTRACTOR must provide a copy of all policy endorsements, reflecting the required coverage, with Lake County listed as an additional insured along with all required provisions to include waiver of subrogation. Contracts cannot be completed without this required insurance documentation. A certificate of insurance (COI) will not be accepted in lieu of the policy endorsements.

F. Certificate holder must be:

LAKE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, AND THE BOARD
OF COUNTY COMMISSIONERS.
P.O. BOX 7800
TAVARES, FL 32778-7800

G. All self-insured retentions will appear on the certificates and will be subject to approval by the COUNTY. At the option of the COUNTY, the insurer will reduce or eliminate such self-insured retentions; or CONTRACTOR will be required to procure a bond guaranteeing payment of losses and related claims expenses.

H. The COUNTY will be exempt from, and in no way liable for, any sums of money, which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention will be the sole responsibility of the CONTRACTOR or subcontractor providing such insurance.

I. CONTRACTOR will be responsible for subcontractors and their insurance. Subcontractors are to provide Certificates of Insurance to the COUNTY evidencing coverage and terms in accordance with the CONTRACTOR'S requirements.

J. Failure to obtain and maintain such insurance as set out above will be considered a breach of contract and may result in termination of the contract for default.

K. Neither approval by the COUNTY of any insurance supplied by CONTRACTOR, nor a failure to disapprove that insurance, will relieve CONTRACTOR of full responsibility of liability, damages, and accidents as set forth herein.

36. Indemnity: The CONTRACTOR will indemnify and hold the COUNTY and its agents, officers, commissioners or employees harmless for any damages resulting from failure of CONTRACTOR to take out and maintain the above insurance. CONTRACTOR agrees to indemnify, and hold the Board of County Commissioners, Lake County, Florida, and its officers, commissioners, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities resulting from the negligent act, error or omission of CONTRACTOR, its agents, employees or representative, in the performance of CONTRACTOR'S duties set forth in this Contract.

37. Independent Contractor: CONTRACTOR, and all its employees, agree that they will be acting as an independent contractor and will not be considered or deemed to be an agent, employee, or partner of, or in a joint venture with, the COUNTY. CONTRACTOR will have no authority to contract for or bind the COUNTY in any manner and will not represent itself as an agent of the COUNTY or as otherwise authorized to act for or on behalf of the COUNTY.

38. Prohibition Against Contingent Fees. CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONTRACTOR to solicit or secure this contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for CONTRACTOR any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this contract.

39. Return of Materials: Upon the request of the COUNTY, but in any event upon termination of this Contract, CONTRACTOR will surrender to the COUNTY all memoranda, notes, records, drawings, manuals, computer software, and other documents or materials pertaining to the services hereunder, that were furnished to CONTRACTOR by the COUNTY pursuant to this contract.

40. Public Entity Crimes: A person or affiliate who has been placed on the convicted vendor list following a conviction of a public entity crime may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity in excess of the threshold amount provided in Florida Statutes, Section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

41. Conflict of Interest: CONTRACTOR agrees that it will not engage in any action that would create a conflict of interest in the performance of its obligations pursuant to this contract, or which would violate or cause others to violate the provisions of Part III, Chapter 112, Florida Statutes, relating to ethics in government. CONTRACTOR hereby certifies that no officer, agent, or employee of the COUNTY has any material interest either directly or indirectly in the business of CONTRACTOR conducted here and that no such person will have any such interest at any time during the term of this contract unless approved by the COUNTY.

42. Retaining Other Contractors: Nothing herein will be deemed to preclude the COUNTY from retaining the services of other persons or entities undertaking the same or similar services as those undertaken by CONTRACTOR or from independently developing or acquiring materials or programs that are similar to, or competitive with, the services provided under this Contract. While the COUNTY has listed all major items which are utilized by the COUNTY'S offices and departments in conjunction with their operations, there may be similar or ancillary items that must be purchased by the COUNTY during the term of this contract. Under these circumstances, a County representative will contact CONTRACTOR to obtain a price quote for the similar or ancillary items. The COUNTY reserves the right to award these ancillary items to CONTRACTOR, another vendor or to acquire the items through a separate solicitation.

43. Accuracy: During this contract, CONTRACTOR is responsible for the professional quality, technical accuracy, timely completion and coordination of all the services furnished hereunder. CONTRACTOR will, without additional compensation, correct or revise any errors, omissions or other deficiencies in resulting from the services provided herein.

44. Right to Audit:

A. The COUNTY reserves the right to require the CONTRACTOR to submit to an audit, by any auditor of the COUNTY'S choosing. The CONTRACTOR will provide access to all of its records, which relate directly or indirectly to this contract at its place of business during regular business hours. The CONTRACTOR will retain all records pertaining to this contract and upon request make them available to the COUNTY for three complete calendar years following expiration of the contract. The CONTRACTOR agrees to provide such assistance as may be necessary to facilitate the review or audit by the COUNTY to ensure compliance with applicable accounting and financial standards.

B. If the CONTRACTOR provides technology services, the CONTRACTOR must provide Statement of Standards for Attestations Engagements (SSAE) 16 or 18 and System and Service Organization Control (SOC) reports upon request by the County. The SOC reports must be full Type II reports that include the CONTRACTOR'S description of control processes, and the independent auditor's evaluation of the design and operating effectiveness of controls. The cost of the reports will be paid by the CONTRACTOR.

C. If an audit inspection or examination pursuant to this section discloses overpricing or overcharges of any nature by the CONTRACTOR to the COUNTY in excess of one percent (1%) of the total contract billings, in addition to making adjustments for the overcharges, the reasonable actual cost of the COUNTY'S audit must be reimbursed to the COUNTY by the CONTRACTOR. Any adjustments or payments which must be made as a result of any such audit or inspection of the CONTRACTOR'S invoices or records must be made within a reasonable amount of time, but in no event may the time exceed 90 calendar days, from presentation of the COUNTY'S audit findings to the CONTRACTOR.

D. This provision is hereby considered to be included within, and applicable to, any subcontractor contract entered into by the CONTRACTOR in performance of any work under this contract.

45. Force Majeure: The parties will exercise every reasonable effort to meet their respective obligations hereunder, but will not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with any Government law or regulation, acts of nature, acts or omissions of the other party, Government acts or omissions, fires, strikes, national disasters, wars, riots, transportation problems or any other cause beyond the reasonable control of the parties. Any such cause will extend the performance of the delayed obligation to the extent of the delay so incurred.

46. Business Hours of Operation: Unless otherwise specified in the technical specifications, all work performed will be accomplished between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, and no work will be performed on Saturdays, Sundays, or County Holidays, unless permission to work has been requested in writing by the CONTRACTOR and approval, in writing, has been granted by the COUNTY. Request for permission to work must be received by the COUNTY no less than two days prior to the requested workday. The exception to this pre-approval requirement would be in the case of an emergency in which the emergency specification as outlined in General Terms and Conditions, Section 3,

Emergencies, would apply. County Holidays are as follows: New Year's Day; Martin Luther King, Jr. Day; Presidents' Day; Memorial Day; Independence Day; Labor Day; Veteran's Day; Thanksgiving Day; Day after Thanksgiving; and Christmas Day. Special schedules may be established if necessary, because of problems with noise or similar difficulties affecting other County facilities, County operations, or citizens in homes or buildings/rooms adjacent to the work being completed. When the CONTRACTOR requests and is approved for Saturday, Sunday or Holiday work, the COUNTY may assess the CONTRACTOR the sum of \$250.00 per man per day for each Saturday, Sunday or recognized Holiday worked or planned to work. These fees will be deducted from the final invoice.

47. Minimum Wage: The wage rate paid to all laborers, mechanics and apprentices employed by the CONTRACTOR for the work under the contract will not be less than the prevailing wage rates for similar classifications of work as established by the federal government and enforced by the U.S. Department of Labor, Wages and Hours Division, and Florida's Minimum Wage requirements in Article X, Section 24(f) of the Florida Constitution and enforced by the Florida Legislature by statute or the State Agency for Workforce Innovation by rule, whichever is higher.

48. Protection of Property:

A. All existing structures, utilities, services, roads, trees, shrubbery and property in which the COUNTY has an interest will be protected against damage or interrupted services at all times by the CONTRACTOR during the term of this contract, and CONTRACTOR will be held responsible for repairing or replacing damaged property to the satisfaction of the COUNTY which is damaged by reason of the CONTRACTOR'S operation on the property. In the event the CONTRACTOR fails to comply with these requirements, the COUNTY reserves the right to secure the required services and charge the costs of such services back to the CONTRACTOR. All items damaged as a result of CONTRACTOR or subcontractor operations belonging to third parties, such as but not limited to: sidewalks, irrigation, curbs, pipes, drains, water mains, pavement, mailboxes, turf, signs, or other property will either be repaired or replaced by the CONTRACTOR, at the CONTRACTOR'S expense, in a manner prescribed by, and at the sole satisfaction of the COUNTY.

B. If the Service is to be completed within COUNTY facilities, CONTRACTOR will be responsible for repairing or replacing any portion of any COUNTY facility, whether interior or exterior, damaged by reason of CONTRACTOR'S operation within the property. In the event the CONTRACTOR fails to comply with these requirements, the COUNTY reserves the right to secure the required services and charge the costs of such services back to CONTRACTOR. All items within a facility belonging to third parties, or to commissioners, officers, employees, lessees, invitees, or agents of the COUNTY, including but not limited to personal items and furniture will either be repaired or replaced by CONTRACTOR, at CONTRACTOR'S expense, in a manner prescribed by, and at the sole satisfaction of the COUNTY.

C. CONTRACTOR will be responsible for re-grading and re-sodding any areas that are disturbed by CONTRACTOR while the work is completed.

49. Risk of Loss: CONTRACTOR assumes the risk of loss of damage to the COUNTY'S property during possession of such property by CONTRACTOR, and until delivery to and acceptance of that property to the COUNTY. CONTRACTOR will immediately repair, replace or make good on the loss or damage without cost to the COUNTY, whether the loss or damage results from acts or omissions, negligent or otherwise, of CONTRACTOR or a third party.

50. Accident Notification: If in the course of completing work as part of this contract there is an accident that involves the public, CONTRACTOR will as soon as possible inform the COUNTY of the incident by telephone. CONTRACTOR will follow up in writing within two business days of the incident. If Law Enforcement was involved and has written a report, CONTRACTOR will forward a copy of the report to the COUNTY.

51. Public Records:

A. All electronic files, audio and video recordings, and all papers pertaining to any activity performed by the contractor for or on behalf of the COUNTY will be the property of the COUNTY and will be turned over to the COUNTY

upon request. In accordance with Chapter 119, Florida Statutes, each file and all papers pertaining to any activities performed for or on behalf of the COUNTY are public records available for inspection by any person even if the file or paper resides in the CONTRACTOR'S office or facility. The CONTRACTOR will maintain the files and papers for not less than three complete calendar years after the Service has been completed or terminated, or in accordance with any grant requirements, whichever is longer. Prior to the close out of the contract, the CONTRACTOR will appoint a records custodian to handle any records request and provide the custodian's name and telephone numbers to the COUNTY'S Project Manager.

B. Pursuant to Section 119.0701, Florida Statutes, CONTRACTOR will comply with the Florida Public Records' laws, and will:

- i. Keep and maintain public records required by the COUNTY to perform the services identified herein.
- ii. Upon request from the COUNTY'S custodian of public records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for by law.
- iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the CONTRACTOR does not transfer the records to the COUNTY.
- iv. Upon completion of the contract, transfer, at no cost, to the COUNTY all public records in possession of the CONTRACTOR or keep and maintain public records required by the COUNTY to perform the service. If CONTRACTOR transfers all public records to the COUNTY upon completion of the contract, CONTRACTOR will destroy any duplicate public records that are exempt, or confidential and exempt, from public records disclosure requirements. If CONTRACTOR keeps and maintains public records upon completion of the contract, CONTRACTOR will meet all applicable requirements for retaining public records. All records stored electronically must be provided to the COUNTY, upon request from the COUNTY'S custodian of public records, in a format that is compatible with the information technology systems of the COUNTY.

C. IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT LAKE COUNTY OFFICE OF PROCUREMENT SERVICES, 315 WEST MAIN STREET, P.O. BOX 7800, TAVARES, FL 32778 OR AT 352-343-9424 OR VIA EMAIL AT PURCHASING@LAKECOUNTYFL.GOV.

D. Failure to comply with this subsection will be deemed a breach of the contract and enforceable as set forth in Section 119.0701, Florida Statutes.

52. This contract is governed by and in accordance with, the laws of the State of Florida. Venue for any legal action resulting from this contract will lie in Lake County, Florida.

53. Neither party may assign any rights or obligations under this contract to any other party unless specific written permission from the other party is obtained.

54. The captions utilized in this contract are for the purposes of identification only and do not control or affect the meaning or construction of any of the provisions hereof.

55. This contract will be binding upon and will inure to the benefit of each of the parties and of their respective successors and permitted assigns.

56. This contract may not be amended, released, discharged, rescinded or abandoned, except by a written instrument duly executed by each of the parties hereto.

57. The failure of any party hereto at any time to enforce any of the provisions of this contract will in no way constitute or be construed as a waiver of such provision or of any other provision hereof, nor in any way affect the validity of, or the right thereafter to enforce, every provision of this contract.

58. During the term of this contract the CONTRACTOR assures the COUNTY that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that the CONTRACTOR does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discrimination in any form or manner against the CONTRACTOR employees or applicants for employment. The CONTRACTOR understands and agrees that this Contract is conditioned upon the veracity of this statement of assurance.

59. The CONTRACTOR will at all times comply with all Federal, State and local laws, rules and regulations.

60. Any individual, corporation, or other entity that attempts to meet its contractual obligations with the COUNTY through fraud, misrepresentation or material misstatement, may be debarred for up to five years. The COUNTY may terminate or cancel any other contracts with such individual, corporation, or entity. Such individual or entity will be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

61. With the consent of the CONTRACTOR, other agencies may make purchases in accordance with the contract. Any such purchases will be governed by the same terms and conditions as stated herein except for a change in agency name. In addition, although this contract is specific to a County department, it is agreed and understood that any County department may avail itself of this contract and purchase any and all items specified herein at the contract price(s) established herein. A contract modification will be issued by the COUNTY identifying the requirements of the additional County department(s).

62. The CONTRACTOR will act as the prime contractor for all required items and services and will assume full responsibility for the procurement and maintenance of such items and services. The CONTRACTOR will be considered the sole point of contact with regards to all stipulations, including payment of all charges and meeting all requirements of this contract. All subcontractors will be subject to advance review by the COUNTY in terms of competency and security concerns. No change in subcontractors will be made without consent of the COUNTY. Even if the subcontractor is self-insured, the COUNTY may require the CONTRACTOR to provide any insurance certificates required by the work to be performed.

63. The invalidity or unenforceability of any particular provision of this contract will not affect the other provisions hereof, and this contract will be construed as if such invalid or unenforceable provisions were omitted.

64. Wherever provision is made in this contract for the giving, service or delivery of any notice, statement or other instrument, such notice will be in writing and will be deemed to have been duly given, served and delivered, if delivered by hand or mailed by United States registered or certified mail or sent by facsimile, addressed as follows:

If to CONTRACTOR:

Jordan Dailey, President
American Janitorial, Inc.
P.O. Box 2534
Umatilla, FL 32784

If to COUNTY:

Lake County Manager
315 West Main Street
P.O. Box 7800
Tavares, Florida 32778

Each party hereto may change its mailing address by giving to the other party hereto, by hand delivery, United States registered or certified mail notice of election to change such address.

65. Scope of Contract. This contract is intended by the parties to be the final expression of their agreement, and it constitutes the full and entire understanding between the parties with respect to the subject of this contract, notwithstanding any representations, statements, or contracts to the contrary previously made. Any items not covered under this contract will need to be added via written addendum, and pricing negotiated based on final specifications. This contract contains the following exhibits, all of which are incorporated herein:

Exhibit A	Scope of Services
Exhibit B	Pricing

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties through their authorized representatives have signed this contract on the dates under each signature:

AMERICAN JANITORIAL, INC.

By: J. Dailey
Jordan Dailey, President

This 8 day of March, 2022.

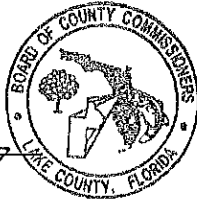
BOARD OF COUNTY COMMISSIONERS
OF LAKE COUNTY, FLORIDA

Sean M. Parks
Sean M. Parks, Chairman

This 12th day of March, 2022.

ATTEST:

Gary J. Cooney
Gary J. Cooney, Clerk
Board of County Commissioners of
Lake County, Florida



Approved as to form and legality:

Melanie Marsh
Melanie Marsh, County Attorney

COUNTYWIDE JANITORIAL SERVICES**1. CONTRACTOR RESPONSIBILITIES**

Contractor shall:

- 1.1. Be licensed and fully competent in all aspects to perform janitorial services in a safe manner for various County facilities.
 - 1.1.1. Employ only skilled, qualified workers.
- 1.2. Provide all-inclusive services that include common janitorial services and report any findings outside of this scope to the County Project Manager.
 - 1.2.1. Facilities shall be kept clean, hygienic, orderly, and in an attractive manner.
 - 1.2.2. Include all required labor, material, and equipment.
 - 1.2.3. Include travel time.
 - 1.2.4. Change orders shall not be issued for incidental items or tasks that should have been reasonably construed to be part of the project by Contractor.
- 1.3. Comply with all laws, ordinances, regulations, and code requirements applicable to services.
- 1.4. Be responsible for damages caused as the result of completing services.
- 1.5. Furnish all tools and equipment to complete projects timely.

2. SCOPE OF WORK**2.1. General**

- 2.1.1. All obvious cleaning needs shall be addressed regardless of cleaning guidelines.
- 2.1.2. Contractor's Day Porter shall be available to supply all cleaning needs during regular business hours at all County Facilities at no additional charge.
- 2.1.3. Perform work in accordance with all industry standards as well as County listed and implied specifications.
- 2.1.4. Contractor is responsible for cleaning listed buildings excluding machine, mechanical, and electrical rooms and areas notated by County Project Manager. This may include secured areas used by the Lake County Sheriff's Department.
- 2.1.5. There is no guarantee as to the quantities or frequencies included in this contract.
- 2.1.6. Contractor shall provide sufficient labor and materials to accomplish the tasks identified in these specifications.
- 2.1.7. The County shall be the sole judge of quality and required frequency of services. The County reserves the right to discontinue services and terminate the contract at will.
- 2.1.8. Facilities shall be staffed to maintain optimum conditions of cleanliness. If the level of cleaning is considered unacceptable to the County, Contractor shall be required to increase staff and take measures required to achieve County satisfaction.
 - 2.1.8.1. Contractor shall submit in writing to County Project Manager, reasons why additional cleaning days are required to achieve the expected level of service.
 - 2.1.8.2. The County Project Manager will review the requested need for schedule changes. If deemed necessary, a formal contract modification will be executed.
- 2.1.9. Routine janitorial services shall be performed between the hours of 5:30 pm and 2:30 am on the cleaning days noted in the Attachment B – Pricing Sheet, the exception of published County holidays.
 - 2.1.9.1. The Lake County Courthouse shall be completed nightly by 9pm.

COUNTYWIDE JANITORIAL SERVICES

2.1.9.2. The County Administration Building has occasional nightly meetings in the board chambers. Contractor staff shall not disturb those meetings while cleaning. Cleaning tasks normally performed during these meetings or holidays shall be completed the next scheduled cleaning day.

2.1.10. The County reserves the right to revise/restrict cleaning hours at any time. This may include switching from nighttime to daytime cleaning. Contractor shall make changes without additional costs to the County with a two week notification.

2.2. Security

2.2.1. Contractor shall keep all suite and exterior doors closed and unblocked during performance of work.

2.2.2. Contractor shall not allow anyone (including County employees) into buildings or offices. Violation may result in termination of the contract.

2.2.3. Contractor shall turn all lights off, windows and doors locked, and all security systems activated once work is complete.

2.2.4. Contractor shall be responsible for nuisance false alarm fees caused by Contractor staff.

2.2.5. Contractor shall be subject to an \$80.00 fee for all substantiated security breaches of County Facilities by Contractor staff.

2.2.5.1. Breaches include but not limited to doors or windows being left unlocked, security alarms not being set, and other security measures not enforced.

2.3. Key Control

As stated in Exhibit D – Facilities Sample Agreement.

2.4. Staffing

2.4.1. Contractor shall provide adequate personnel, trained in the appropriate cleaning and janitorial methods and techniques, to properly and satisfactorily maintain the facilities during the scheduled times.

2.4.1.1. Custodians shall be employees of Contractor; subcontractors and day laborers are not acceptable.

2.4.2. Contractor staff shall be fully trained and skilled in safe and proper housekeeping techniques.

2.4.3. Contractor shall maintain a training program and method of verifying employee competency. The use of staff not adequately trained may be grounds for termination of the contract.

2.4.4. Contractor shall retain trustworthy, reliable employees and make effort to retain the same employees on the same schedule in the same areas.

2.4.5. Contractor's employees shall be neat and clean in appearance and shall wear a uniform or other identification that clearly identifies them as employees.

2.4.6. Contractor shall be fully staffed on the first day of work. Staff shall receive close and continuing front-line supervision.

2.4.7. Contractor staff shall not open desk drawers or cabinets, or to use office equipment, televisions, radios, or telephones for any purpose other than a local emergency call.

2.4.8. Contractor shall provide three (3) Day Porters on-site from 8am to 5pm.

2.4.8.1. One (1) day porter at the County Administration Building and two (2) day porters at the Courthouse.

COUNTYWIDE JANITORIAL SERVICES

- 2.4.8.2. Day Porters shall be available to provide service to all downtown County Facilities, as well as all special cleaning needs during regular business hours at no additional charge.
- 2.4.8.3. Day Porters shall be available to be on-call as needed and shall perform regular cleaning/restocking duties, to include, cleaning of all lobby and common areas, cleaning of all outside grounds areas, as well as, any additional cleaning needs.
- 2.4.8.4. Day Porters shall provide care and watering for all indoor plants located in common areas. This includes fertilization, pest management, repotting and replacement of dead plants.
- 2.4.8.5. Lunch breaks shall be scheduled so at least one Day Porter is always on-site and available.
- 2.4.8.6. Each Day Porter shall be equipped with a cell phone with the phone number provided to the County Project Manager.

2.5. Supervision

- 2.5.1. Contractor shall provide necessary supervision with staff not part of the regular on-site cleaning staff.
- 2.5.2. Supervisors shall be literate and able to communicate fully in the English language, because of the necessity to read chemical labels, job instructions and signs, as well as the need for conversing with County Project Manager.
- 2.5.3. Supervisors shall be capable of communicating fully with all employees in their native language. The County Project Manager will be the sole judge of the communication level.
- 2.5.4. Contractor shall provide documentation that Supervisors have the necessary skills and is paid at a higher rate.
- 2.5.5. Contractor shall provide a substitute supervisor in the event of sickness or absence with equal or greater skills.
- 2.5.6. Contractor shall provide the supervisors' name and position within the company.
- 2.5.7. Contractor shall provide a telephone answering service for the use of the supervisor(s) for work-related messages.
- 2.5.8. Supervisors shall have a Contractor provided cell phone and provide the cell phone number to the County Project Manager. A supervisor shall be available by cell phone 24x7 to handle emergency situations.

2.6. Quality Control

Concerns and comments shall be e-mailed to Contractor who shall acknowledge receipt within three business hours stating corrective action to be taken the following scheduled workday or sooner. Contractor shall email the County Project Manager as soon as work is completed.

2.7. Quality Control Inspections

- 2.7.1. Contractor shall make quality control inspections of all sites once a month. Inspections shall be scheduled with and (if possible) attended by the County Project Manager.
- 2.7.2. Contractor shall develop an inspection checklist.
- 2.7.3. All deficiencies shall be noted on the inspection checklist.
- 2.7.4. A copy shall be provided to Contractor staff and the deficiencies shall be corrected during the next scheduled shift.

COUNTYWIDE JANITORIAL SERVICES

- 2.7.5. Contractor shall develop a restroom checklist. The checklist shall be signed and dated to indicate the time and the work performed. The checklist shall be displayed on the inside of the restroom door or janitorial closet.

2.8. Supplies

- 2.8.1. Contractor shall provide all supplies and materials necessary for the proper performance of the janitorial services.
 - 2.8.1.1. Supplies and materials to include, but are not limited to; dust cloths, mops, sponges, squeegees, cleaners, detergents, disinfectants, floor strippers, waxes, sealers, metal, wood, and furniture polishes, and any other compounds necessary to properly maintain County Facilities.
 - 2.8.1.2. Contractor shall provide all supplies and materials currently in use in all lobbies, restrooms, kitchens, break rooms, etc. including, but not limited to, trash can liners (.6mil high density can liners shall be used), wet umbrella bags, paper products, sanitary napkins, urinal deodorizer blocks, toilet seat covers, deodorant air fresheners, and soap. Supplies and materials shall be provided to adequately support the required operations of the facility regardless of cleaning frequency.
 - 2.8.1.3. Supplies shall be compatible with existing dispensers at all locations.
- 2.8.2. Contractor shall provide on-site stock of regularly used products such as paper towels, toilet paper, urinal deodorizer blocks, sanitary napkins, cleaning supplies, polishes, etc. in adequate quantities to ensure sufficiency between cleanings. Soap and towel dispensers are not standardized.
- 2.8.3. All supplies and materials shall be available for Contractor Day Porter's use.
- 2.8.4. No supplies shall be used that County or the manufacturer of the product determine to be harmful to surfaces applied to or to other parts of the buildings, the occupants, contents, or equipment.
- 2.8.5. All County Facilities require the use of Green products. Products/chemical solutions used will be certified under Green Seal Standard GS-37 or GS-40, or Environmental Choice Standard ECP-57. These standards require that:
 - 2.8.5.1. The undiluted product shall not be toxic to humans.
 - 2.8.5.2. The undiluted product shall not contain any ingredients that are carcinogens or are known to cause reproductive toxicity.
 - 2.8.5.3. The undiluted product shall not be corrosive to the skin or eyes.
 - 2.8.5.4. The undiluted product shall not be a skin sensitizer.
 - 2.8.5.5. The undiluted product shall not be combustible
 - 2.8.5.6. The product shall not contain substances that contribute significantly to the production of photochemical smog, tropospheric ozone, or poor indoor air quality.
 - 2.8.5.7. The product shall not be toxic to aquatic life.
 - 2.8.5.8. Each organic ingredient in the products used shall exhibit ready biodegradability.
 - 2.8.5.9. The product as used shall not contain more than 0.5% by weight or total phosphorus.
 - 2.8.5.10. The primary packaging shall be recyclable or the manufacturer shall provide for returning and refilling of their packages.
 - 2.8.5.11. The product must be a concentrate.

COUNTYWIDE JANITORIAL SERVICES

2.8.5.12. Manufacturers shall identify any fragrances on the MSD sheets. Any ingredient added to the product as a fragrance must follow guidelines as interpreted by the international fragrance association.

2.8.5.13. The product shall not contain alkylphenol ethoxylates, dibutyl phthalate heavy metals, ozone-depleting compounds or optical brighteners.

2.8.5.14. The product shall not be tested on animals.

2.8.6. A calibrated chemical dispenser installed in the building will ensure that proper mixtures are used. All chemicals will be made available through calibrated mixtures only, regarding spray cleaners, bowl cleaners, glass cleaners, floor cleaners, etc. Hand cleaners, dish soaps, urinal deodorizers, and spot removers will also comply with Green Seal Standards. All tissues and hand towel paper products purchased will meet Green Seal Standards.

2.8.7. Contractor's staff shall be instructed in the proper use of all products to conform to the manufacturer's instructions, insuring maximized health and economic benefits of the program.

2.8.8. Contractor's staff shall be aware of restricted non-compliance chemical use. Chemical data information regarding each chemical used will be posted in binders in the custodial chemical dispensing areas.

2.9. Equipment

2.9.1. Contractor shall supply all equipment necessary for the proper performance of the janitorial services. Equipment shall include, but not be limited to, industrial vacuum cleaners with HEPA filters, buffing machines, mops, mop buckets, ladders, brooms, brushes, waxing and polishing machines, high dusting equipment, stone/ceramic tile and grout cleaner, truck mounted steam carpet cleaning machine, portable carpet cleaning machine, and upholstery cleaning machine.

2.9.2. The County shall provide, if available, storage space for equipment (brooms, mops, vacuums, etc.). Equipment shall be available for use by Contractor Day Porters and County staff. The County shall assume responsibility for breakage of any Contractor equipment if it is used in an improper manner by County staff.

2.10. Regular Cleaning Guidelines

2.10.1. Guidelines are stated to establish the minimum standards of service and frequency for each cleaning activity. It is Contractor's responsibility to provide facilities that are at all times uniformly clean, hygienic, orderly, and attractive, reflecting favorably on the County and Contractor. Individual facility schedules may vary based on cleaning days per week.

2.10.1.1. Example: If a facility is scheduled for cleaning once a week then all designated nightly, every other night, and weekly effort scheduled for the facility shall all be done on the same night. If a facility is scheduled for cleaning twice a week then the every other night cleaning would be done once with the weekly cleaning.

2.10.1.2. Regardless of cleaning guidelines, at no time shall any obvious cleaning needs be ignored. Contractor's Day Porter shall be available to supply all special cleaning needs during regular business hours at all County Facilities at no additional charge.

2.11. Trash and Recycling Receptacles – Nightly

2.11.1. All trash receptacles in office areas shall be emptied by Lake County employees into the dumpster/collection site container on single story buildings or to the contractor supplied container on multi-story buildings. The Contractor shall supply one container per floor. For multi-story buildings the Contractor shall be required to empty the container(s) at the designated dumpster/collection site nightly. The Contractor shall supply plastic trash liners

COUNTYWIDE JANITORIAL SERVICES

for all trash receptacles. Lake County employees shall clean and install liners in individual trash receptacles in office areas as needed. The Contractor shall empty, reline, and clean trash receptacles in all areas other than office areas.

All trash, paper, and debris in corridors or near trash receptacles and obviously intended as trash shall be collected and removed to the designated dumpster/collection site. Any questionable items shall be verified with County staff prior to removal. The Contractor's staff should be specifically instructed to use caution when collecting items not obviously intended as trash.

All recycling receptacles in office areas shall be emptied by Lake County employees into the dumpster/collection site container on single story buildings or to the contractor supplied container on multi-story buildings. The Contractor shall supply one container per floor. For multi-story buildings the Contractor shall be required to empty the container(s) at the designated dumpster/collection site. The Contractor shall empty & clean recycling receptacles in all areas other than office areas.

2.12. Kitchens and Breakrooms in Public and Private Areas – Twice a week

Kitchens and breakrooms in public and private areas shall be cleaned with the proper dilutions of disinfectant/detergent cleaning products to control disease-causing organisms and to prevent odors. Contractor shall use an approved germicidal detergent to damp clean all surfaces, appliances, fixtures, and flooring.

2.13. Restroom Cleaning – Nightly except as noted

2.13.1. All restrooms shall be cleaned with the proper dilutions of disinfectant/detergent cleaning products to control disease-causing organisms and to prevent odors. Contractor shall use an approved germicidal detergent to damp clean all surfaces, partitions, fixtures, and flooring.

2.13.2. In facilities that require day porters, restrooms shall be cleaned/restocked a minimum of four evenly spaced times per day.

2.13.3. Contractor developed restroom checklist shall be used by Day Porters. The checklist shall be signed and dated to indicate the time and work performed. The checklist shall be hung on the inside of the door to the restroom. Failure to accurately complete the checklist may result in fees charged to Contractor as prescribed in the Contract.

2.14. Public and Private Elevator Cleaning – Twice a week

2.14.1. Elevator walls, doors, ceilings, and floors shall be cleaned and polished using the appropriate cleaning and polishing agents to present a uniformly clean aesthetically pleasing appearance.

2.14.2. The door track of each elevator shall be kept clean by thorough brushing and/or vacuuming.

2.15. Stairway Cleaning – Twice a week

2.15.1. Contractor shall keep stairwells free of dirt, dust, cobwebs, trash, debris, etc. always.

2.15.2. Walls, ceilings, handrails, and guardrails shall be cleaned using the appropriate cleaning agents to present a uniformly clean aesthetically pleasing appearance.

2.16. Floor Cleaning in Public and Private Areas excluding kitchens, breakrooms, and restrooms (non-carpeted floors such as VCT, ceramic, rubber, solid vinyl) – Public – Every other night – Private – Weekly

2.16.1. Floors shall be swept or dust mopped to present a clean and orderly appearance at all times.

2.16.2. Contractor shall use a neutral detergent solution and equipment to remove soil from non-carpeted floors. Floors that have been wet cleaned shall have a uniform appearance free of soil, stains, streaks, swirl marks, detergent film, and foreign matter. Contractor shall use germicidal solutions in all restrooms, kitchens, breakrooms, etc.

COUNTYWIDE JANITORIAL SERVICES

2.16.3. Surface accumulations of chewing gum, tar, hardened dirt or other foreign matter shall be removed and care shall be taken to avoid damage to the floor surface.

2.16.4. Floors shall be damp mopped to maintain a uniformly clean appearance. Care shall be taken to avoid splashing walls, baseboards, furnishings, etc. Mopped floors shall be free from streaks, spots, stains, and foreign debris.

2.17. Floor Carpet Cleaning in Public and Private Areas – Public – Every other night – Private - Weekly

2.17.1. Contractor shall vacuum carpets and walk off mats to remove visible soil and debris from the surface and from within the carpet piles using industrial vacuum cleaners with HEPA filters. All moveable furnishings (50lbs or less) shall be moved to vacuum and replaced to their original locations. Contractor shall use a brush or crevice device to vacuum in inaccessible areas.

2.17.2. Carpets shall be spot cleaned as needed, or as directed by the County's Designated Representative to remove spots and stains.

2.17.3. Vacuum shall be done in all carpeted areas, public and private, on every scheduled visit.

2.18. Drinking Fountains and Water Coolers – Nightly

Drinking fountains and water coolers are to be cleaned, polished, and disinfected.

2.19. Exterior Cleaning – Every Other Night

2.19.1. The grounds, parking areas, walkways, dumpster/collection/recycle site, exterior stairs, and sidewalks around buildings shall be policed and kept free of litter and debris.

2.19.2. Sidewalks shall be swept.

2.19.3. Trash cans shall be emptied, cleaned, and new liners installed.

2.19.4. All ashtrays and urns shall be emptied and cleaned. Sand or other extinguishing material shall be replaced when soiled or wet.

2.20. Floor Drains – Monthly

Floor drains shall be kept clear of debris and the surfaces shall be cleaned. Contractor shall pour an approved solution of germicidal detergent in the floor drains to fill the traps.

2.21. Plants

Contractor shall take full responsibility for the plants located in all public areas of all County facilities, outside exterior entrances, and the Jury Garden inside the Courthouse, at no additional expense to the County. Within thirty days of contract initiation Contractor shall inspect all plant material. Contractor shall email the County's Project Manager a summary of all plants that Contractor feels need to be replaced along with a quote, in pdf format, per facility for replacement. Contractor shall take full responsibility for watering, trimming, fertilizing, weeding, re-potting and replacement of all plant material, replaced and existing, as needed at no additional cost to the County.

2.22. Clerk of Court Glass Partitions on the first floor of the Courthouse – Nightly

Partition glass shall be cleaned inside and outside to provide a clean streak free finish.

2.23. Courthouse Public Floors – Nightly

2.23.1. Floors shall be swept or dust mopped to present a clean and orderly appearance at all times.

2.23.2. Contractor shall use a neutral detergent solution and equipment to remove soil from non-carpeted floors. Floors that have been wet cleaned shall have a uniform appearance free of soil, stains, streaks, swirl marks, detergent film, and foreign matter.

COUNTYWIDE JANITORIAL SERVICES

2.23.3. Surface accumulations of chewing gum, tar, hardened dirt or other foreign matter shall be removed and care shall be taken to avoid damage to the floor surface.

2.23.4. Floors shall be damp mopped to maintain a uniformly clean appearance. Care shall be taken to avoid splashing walls, baseboards, furnishings, etc. Mopped floors shall be free from streaks, spots, stains, and foreign debris.

2.24. Presidential Cleaning – Twice a Year

All facilities shall receive Presidential Cleanings. The Presidential Cleaning shall include a complete cleaning of the entire facility including all regular nightly duties, as well as, the duties listed in this section. The intent of the Presidential Cleaning is to rejuvenate the facility and ensure a uniformly clean, hygienic, orderly, and attractive appearance. Contractor shall provide a yearly schedule for the Presidential Cleanings. The schedule shall include a breakdown of cleaning duties and dates for the work to be done. The Presidential Cleanings shall be completed in a top to bottom approach. Presidential cleanings shall be done on Saturday and Sunday. Contractor is responsible to ensure adequate labor, supervision, materials, and equipment to perform the cleaning duties as specified within the listed time frame.

2.25. Horizontal and Vertical Surface Cleaning

2.25.1. Horizontal and vertical surface cleaning shall include all surfaces and objects below 12' high. Quotes for work above 12' shall be provided when requested by the County's Project Manager.

2.25.2. Furnishings and structures of the facility to be cleaned include, but are not limited to, walls, ceilings, baseboards, doors, door casings, plumbing fixtures, window blinds, pictures, office furniture, filing cabinets, shelving, ledges, rails, signs, desks, display cases, HVAC diffusers, grills, light fixtures, vents, skylights, etc.,

2.25.3. Contractor shall use a HEPA type vacuum with dusting tools and treated dust cloths to remove all dust, spider webs, bug droppings, dry soil, litter, etc. from all fixtures and surfaces from the floor up to and including the ceiling that are visible from the floor surface below or adjacent floor levels, balconies, stairs, etc. This includes exposed surfaces of lights, ledges, walls, ceilings, ceiling mounted fans, partitions, rails, vertical and horizontal blinds, and all other types of fixtures and surfaces including the ceiling surface.

2.25.4. Appropriate cleaning agents, polishes, cloths, etc. shall be used according to the type and composition of the structure or object. Any items or furnishings moved during the procedure shall be replaced to the proper position. Care shall be taken to keep dust dispersion to a minimum. Dusted surfaces shall be free from dust, lint, paper shreds, grime, cobwebs, hair, and other unsightly omissions. If treated dust cloths are used, there shall be no oil streaks left on the surface.

2.25.5. Damp wiping or washing to horizontal surfaces shall be accomplished using appropriate cleaning agents and shall be used according to the type and composition of the structure or object. Any items or furnishings moved during the procedure shall be replaced to the proper position. Care shall be taken to avoid damage to wood or painted surfaces. Surfaces that have been damp wiped shall be free of dirt, streaks, spots, smudges, fingerprints, and smears. Water marks shall be removed with a dry clean cloth.

2.26. Furniture Cleaning

Furniture shall be vacuumed to remove dust, dirt, and debris.

2.27. Carpet Cleaning

Carpets shall be steam cleaned to present a uniformly clean aesthetically pleasing appearance. Carpets shall not be over saturated.

COUNTYWIDE JANITORIAL SERVICES**2.28. Window Cleaning**

Windows shall be cleaned inside and outside. Exterior window cleaning shall be limited to first floor only unless specifically requested and priced per Additional Pricing for Non-Routine Janitorial Services. Contractor shall observe all OSHA safety regulations and practices.

2.29. Floor Cleaning (Stone-Ceramic Tile and Grout)

Floors shall be cleaned using a high-pressure commercial tile and grout cleaning machine. After cleaning, grout should be sealed using appropriate sealers to deter soil and stains.

2.30. Floor Stripping/Waxing

Floors shall be stripped of layers of soiled finish, heel marks and scuffs, discolorations, and stains. After thorough rinsing, floors shall be ready for application of new or additional finish. Sealer and coats of finish shall be properly applied to floor per manufacturer's installation instructions. Finished or refinished floors shall present a uniform shine and shall not have buildup in edges or corners. Overlapping finish marks shall not be apparent and all omissions shall be blended in with additional coatings to assure uniformity.

2.31. Emergency Shelter Facilities – As needed

During emergencies or events, County may request Contractor to provide emergency shelter janitorial services. County will request quotes for specific locations post emergency or event. Contractor shall be required to provide quotes within 4-6 hours after receiving written and/or verbal notification from the County Project Manager. Work may be required to take place at night, on the weekend, or on holidays.

2.32. Parking Garage Elevator Lobbies – Nightly except as noted

- 2.32.1. All trash and recycling receptacles shall be emptied and removed to the designated dumpster/collection site between 12 pm and 2 pm daily by a Day Porter. All receptacles shall be relined with clean plastic liners. County Project Manager shall be notified when a trash receptacle requires repair or replacement. Receptacles shall be kept clean and odor free.
- 2.32.2. Interior and exterior elevator walls, doors, ceilings, and floors shall be cleaned and polished using the appropriate cleaning and polishing agents to present a uniformly clean aesthetically pleasing appearance.
- 2.32.3. The door track of each elevator shall be kept clean by thorough brushing and/or vacuuming.
- 2.32.4. Elevator lobbies shall be cleaned and kept free of debris.

2.33. Dumpster/Recycle collection Site

- 2.33.1. The dumpster/recycle collection site shall be used to dispose of County trash and debris only. Unauthorized use is strictly prohibited.
- 2.33.2. Contractor shall maintain a clean, free of debris, dumpster/recycle collection site.

2.34. Safety Guidelines

- 2.34.1. Contractor shall furnish the County Project Manager copies of Material Safety Data Sheets (MSDS), for all products used. Contractor must update copies of the MSDS on an annual basis. A copy of the MSDS for a new chemical or cleaning product must be provided to the County Project Manager prior to the product being used. Contractor shall keep a copy of Material Safety Data Sheets at each facility under contract.
- 2.34.2. The MSDS must comply with all applicable OSHA Regulations as well as any State and Local requirements.
- 2.34.3. Contractor shall comply with the OSHA Standard 29CFR1910.1030 Blood Borne Pathogens as it pertains to the training, safety and equipment needed for all employees engaged in

COUNTYWIDE JANITORIAL SERVICES

custodial service. Contractor shall be responsible for compliance on date of Contract acceptance and shall provide proof to the County Project Manager.

- 2.34.4. Failure to comply with all Federal, State, and Local laws, ordinances, rules, and regulations may result in termination of the contract.
- 2.34.5. Contractor shall purchase and issue all chemicals in their original containers. Materials that require precautionary warnings shall have affixed to all containers such labels or markings as are prescribed by law, regulatory agencies or this Contract. Markings or labeling of materials containing hazardous or toxic substance or wastes shall be in accordance with all Federal, State and County laws, ordinances, rules and regulations.
- 2.34.6. Labeling of materials containing hazardous and/or toxic substances shall be in accordance with OSHA Regulation 29CFR1919.1200, paragraph f, and all Federal, State, and Local laws, ordinances, rules, and regulations.
- 2.34.7. Contractor shall use caution signs as required by OSHA Regulation 29CFR1910.144 and 1910.145 at no cost to the County. Caution signs shall be available on-site during all periods of contract performance.
- 2.34.8. Contractor shall use only germicidal disinfectants that bear an Environmental Protection Agency (EPA) registration number.
- 2.34.9. **Bleach ammonia, and acid products shall not be used or maintained on premises.** Bleach may be used on a case by case basis with prior approval from the County's Project Manager.
- 2.34.10. Contractor shall verify that all floor finishes, sealers, spray buff solutions, and other such chemicals applied to non-carpeted floors shall provide adequate slip resistance. Any observance of slippery or slick floors shall be corrected immediately. Adequate signage shall be used to indicate slippery areas.
- 2.34.11. Failure of Contractor or Contractor staff to comply with all applicable laws, regulations and rules shall permit the County to immediately terminate this Contract for default.

3. COUNTY RESPONSIBILITIES

As stated in Exhibit D.

4. DELIVERY REQUIREMENTS AND ACCEPTANCE.

As stated in Exhibit D.

5. WARRANTY REQUIREMENTS

As stated in Exhibit D.

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**SOLICITATION: Countywide Janitorial Services**

09/27/2021

Vendors are responsible for the receipt and acknowledgement of all addenda to a solicitation. Confirm acknowledgement by including an electronically completed copy of this addendum with submittal. Failure to acknowledge each addendum may prevent the submittal from being considered for award.

Correction to Section 3.1, Mandatory Pre-Proposal Conference, have been **bolded** below:

A **MANDATORY** Pre-Proposal Conference and site visit will be held for all secure buildings (Lake County Courthouse, Emergency Communications and Operations Center (ECOC), Tax Collector/Property Appraiser, and County Administration Building.) Attending vendors are to assemble in the lobby of the Courthouse at 550 W. Main Street, Tavares, Florida 32778 to discuss the conditions and specifications within this solicitation. Vendors should bring solicitation documents to the conference. Vendors are encouraged to park their vehicles in the free parking garage located at 200 N. Sinclair Avenue, Tavares, Florida. **See Exhibit F for directions to Parking Garage and Lake County Courthouse.**

Vendors shall attend one of the two Scheduled Mandatory Pre-Bid Conferences:

- Friday, October 15, 2021 at 10:00 a.m. sharp OR
- Tuesday, October 19, 2021 at 1:00 p.m. sharp

ACKNOWLEDGEMENT

Firm Name: American Janitorial, Inc.

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: *Jordan Dailey*

Date: 11/9/2021

Print Name: Jordan Dailey

Title: President

Primary E-mail Address: jordan.dailey@ajiclean.com

Secondary E-mail Address: support@ajiclean.com

**SOLICITATION: Countywide Janitorial Services**

10/25/2021

Vendors are responsible for the receipt and acknowledgement of all addenda to a solicitation. Confirm acknowledgement by including an electronically completed copy of this addendum with submittal. Failure to acknowledge each addendum may prevent the submittal from being considered for award.

THIS ADDENDUM DOES NOT CHANGE THE DATE FOR RECEIPT OF PROPOSALS.

1. NOTIFICATION TO ALL VENDORS:

1.1 The County has updated its website. Please note, the General Terms and Conditions for this solicitation may be viewed here: General Terms and Conditions for Lake County Florida and the Formal Solicitation site may be viewed here: Formal Solicitations site (lakecountyfl.gov)

1.2 Vendors shall review Exhibit G, Contractor Security and Access Procedures not posted on the website. Lake County RFP 22-408 for Countywide Janitorial Services

2. The purpose of this addendum is to provide confirming information to all potential responding vendors in association with this solicitation. The information provided herein summarizes discussion at the mandatory pre-proposal conference and site visits scheduled on Friday, October 15th, 2021, and Tuesday, October 19th, 2021. Attendees of those meetings are noted on the County website under this solicitation.

The pre-proposal and site visit meeting commenced with a general review of the solicitation and included a reminder of the RFP's Section 3.0 regarding vendors conducting and maintaining social distancing during the meeting as required by the Center of Disease Control and Prevention and that wearing a mask is strongly encouraged during this pre-proposal conference and site visit.

The pre-proposal conference continued with the following matters being confirmed:

2.1 Responses are due on November 10th, 2021, no later than 3:00pm with the only acceptable method to submit a response is through the Solicitation Management Portal on the County's website. Vendors submitting a later response will not be considered.

2.2 All questions are to be submitted in writing to the Contracting Officer as detailed within Section 2.0 of the RFP. Vendors are not to contact County personnel other than the designated Contracting Officer. To ensure a reply to any questions, vendors should submit questions to the point of contact listed in Section 2.0 of the RFP.

2.3 The pre-proposal conference and site visit was mandatory in nature. To allow for increased competition, two pre-proposal conferences were scheduled. Vendors must sign-in at one of the

ADDENDUM NO. 2

22-408

two scheduled pre-proposal conference and site visits and attend the entire conference to be considered for award.

- 2.4 Vendors were advised to be fully aware of the insurance requirements listed in Exhibit B. Vendors that do not comply with these requirements will not be considered for award.

3. QUESTIONS/RESPONSES

Q1. Can you tell us who holds the contract now?

R1. See link to agreement here: https://c.lakecountyfl.gov/ProcurementDocuments/term-supply_contracts/17-0420.pdf

Q2. What is the current price?

R2. See R1 above.

Q3. We are interested in knowing if you are looking for several vendors for this solicitation.

R3. See bid document Section 5.0, Method of Award. The County prefers to award a contract to one vendor.

Q4. Do we have to bid on all the buildings?

R4. See R3 above.

Q5. Is this a standard insurance for all vendors, contractors, etc.?

R5. Exhibit B is standard language for this type of service.

Q6. Can I assume that as a janitorial company we will furnish only the following insurance: General Liability, Auto, and Workers Comp?

R6. Review Exhibit B for insurance requirements. It is highly encouraged that vendors contact their insurance carrier regarding any additional cost requirements associated with contract award.

Q7. Can we get a break down on what the present vendor is charging for each building?

R7. See R1 above.

Q8. Can we just bid on 4 offices?

R8. See Answer R3.

Q9. Is there someone in the office who can help me submit my bid?

R9. All vendors shall submit their response using the Solicitation Management Portal at the link below: <https://procurement.lakecountyfl.gov/login?bid=22-408>

Q10. Can you employ someone who was in prison and did their term?

R10. Refer to Facilities Sample Agreement Sections:

7.6, Employee Documentation

7.7, Criminal Justice Information Services (CJIS)

7.8, Background Check

7.9, Identification Badging / Proximity Cards / Keys

Q11. In the section on awarding the RFP, I don't see where there are any percentages assigned to the decision criteria. Is it somewhere else in another document or are there just no percentages assigned to the decision criteria?

R11. Lake County will award as stated in Section 5 of the RFP.

Q12. It states in the General Terms and Conditions:

SUBCONTRACTING

Unless otherwise stipulated in the solicitation, the Contractor shall not subcontract any portion of the work without the prior written consent of the County. Subcontracting without prior consent of the County may result in termination of the Contract for default.

We do not subcontract. All of our cleaning techs, supervisors and managers are our employees. However, many of our competitors that will probably be bidding on this RFP only provide 1099 cleaning techs. Is this allowed? I would think not if there were no subcontractors allowed. Please confirm.

R12. Lake County will allow subcontractors for portions of the work determined prior to award. The County's desire is to have no subcontractors.

Q13. In looking through all the documents published, I don't see any that provides the square footage of the locations, and any breakdowns associated. Can you assist please?

R13. The square footage and the Alternate Key have been provided on Attachment 2, Pricing Form.

Q14. Please provide square footage for all locations.

R14. See R14 above.

Q15. Section 2.4.8.5 reads "Lunch breaks shall be scheduled so at least one Day Porter is always on-site and available". Is that at the courthouse?

R15. Day Porters shall be available to provide service to all downtown County Facilities, as well as all special cleaning needs during regular business hours at no additional charge.

Q16. Section 2.5.4 reads "Contractor shall provide documentation that Supervisors have the necessary skills and is paid at a higher rate". What is this documentation to be provided?

R16. Certificates of additional training, OSHA training, carpet cleaning training, pay stubs or pay rate charts.

Q17. Regarding Section 2.8.1.2, please confirm that all consumables are provided by Contractor. Also, can you provide approximate consumption for each location?

R17. Confirmed. The County cannot provide approximate consumption for any location.

Q18. Where is storage space not available? Do all locations provide a janitorial closet?

R18. All sites have some storage locations.

Q19. Regarding Section 2.17.3, is this for traffic areas only or for all carpet everywhere? It's important

to reflect on labor time and thus price.

R19. All areas

Q20. Please provide a list of all plant materials, number of units and at what location. How are we supposed to allocate a price to this?

R20. Vendors attending one of the two MANDATORY Pre-proposal and site visits had an opportunity to view the sites.

Q21. Section 2.24. refers to Presidential Cleaning 2 times per year, and it "shall include a complete cleaning of the entire facility including all regular nightly duties, as well as the duties listed in this section". Does that mean that Sections 2.25 through 2.30 and garage pertain to this 2 times a year for Presidential Cleaning? Therefore, the window cleaning, parking garage, etc.

R21. The vendor is responsible for maintaining the interior and exterior of the three elevators in the parking garage. The parking garage is not included in the presidential cleanings.

Q22. If previous question is no, then what is the frequency for exterior first floor windows, floor cleaning, 2.29, 2.30, 2.27 and furniture cleaning 2.26 and 2.25.1.

R22. See R21.

Q23. 12' is not the norm so the requirement on 2.25.1 would mean ladder work or extension work will be involved. Please confirm so that price reflects this.

R23. Confirmed

Q24. Is a bid bond or performance bond required?

R24. See bid document.

Q25. Will the awarded company be able to request a yearly increment on the contract annual amount, due to the states minimum wage increase or we will have to submit it taking that on consideration?

R25. See Exhibit C.

Q26. Are you satisfied with the current vendor?

R26. Yes. The County resolicits after five years or if the scope of work changes. This scope of work has significantly changed.

ACKNOWLEDGEMENT

Firm Name: American Janitorial, Inc.

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: *Jordan Dailey*

Date: 11/9/2021

Print Name: Jordan Dailey

ADDENDUM NO. 2

22-408

Title: President

Primary E-mail Address: jordan.dailey@ajiclean.com

Secondary E-mail Address: support@ajiclean.com

**SOLICITATION: Countywide Janitorial Services**

10/29/2021

Vendors are responsible for the receipt and acknowledgement of all addenda to a solicitation. Confirm acknowledgement by including an electronically completed copy of this addendum with submittal. Failure to acknowledge each addendum may prevent the submittal from being considered for award.

THIS ADDENDUM DOES NOT CHANGE THE DATE FOR RECEIPT OF PROPOSALS.

I. QUESTIONS/RESPONSES

- Q1. What is the VCT square footage for each location? Only 5 places were visited during the walkthrough.
- R1. See RFP document Section 3.8, All other buildings: Vendors are required to visit and inspect all site locations and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials, and labor required.
- Q2. What is the Carpet Square Footage for each location? Only 5 places were visited during the walkthrough.
- R2. See R1 above.
- Q3. On the latest pricing submitted by current vendor the Animal Services line was left blank. Is this not being done? Please provide the actual per visit, per month cost for this location.
- R3. The Office of Animal Services provides their own janitorial services in-house. The actual monthly cost for this location is as provided in Attachment 2, Pricing Form.

ACKNOWLEDGEMENT

Firm Name: American Janitorial, Inc.

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: *Jordan Dailey*

Date: 11/9/2021

Print Name: Jordan Dailey

Title: President

Primary E-mail Address: jordan.dailey@ajiclean.com

Secondary E-mail Address: support@ajiclean.com

ADDENDUM NO. 3

22-408

EXHIBIT B - Pricing Sheet								22-408, Countywide Janitorial Services			
AMERICAN JANITORIAL, INC.											
No.	Location	Description	Days	Quantity	Address	City	Phone	Days	Hourly Rate	Monthly Rate	Annual Rate
1	HB-61	320 W. Main (Tax Coll./Prop. Appr.)	Night	24,146	320 W. Main St.	Tavares	2534770	M.T.W.Th.F.	\$81.42	\$1,764.00	\$21,168.00
2	HB-59	323 N. Sinclair	Night	3,000	323 N. Sinclair Ave.	Tavares	1497469	M.W.F.	\$31.00	\$403.00	\$4,836.00
3	HB-23	350 N. Sinclair	Night	5,512	350 N. Sinclair Ave.	Tavares	1374685	M.W.F.	\$41.77	\$543.00	\$6,516.00
4	HB-52	418 W. Alfred St.	Night	6,155	418 W. Alfred St.	Tavares	1277337	T. & Th.	\$59.08	\$512.00	\$6,144.00
5	FB-05	Area 1 Road Maintenance	Night	700	2310 W. Griffin Rd.	Leesburg	1171245	T. & Fr.	\$27.81	\$241.00	\$2,892.00
6	MB-05	Area 2 Road Maintenance	Night	700	110 Center St.	Minneola	1659388	T. & Th.	\$27.81	\$241.00	\$2,892.00
7	DB-01	Area 3 Road Maintenance	Day	650	19720 5th St.	Umatilla	2809981	T. & Th.	\$23.54	\$204.00	\$2,448.00
8	AB-09	Astor Library	Night	4,000	54905 Alco Rd	Astor	2754648	M.T.W.Th.F.	\$21.92	\$475.00	\$5,700.00
9	AP-01	Astor Recreation Park	Night	300	54835 Alco Rd	Astor	2754648	T. & F.	\$12.12	\$105.00	\$1,260.00
10	GB-10	BCC Warehouse # 1	Night	2,425	32400 County Rd 473	Leesburg	1184517	T. & F.	\$32.31	\$280.00	\$3,360.00
11	OB-03	Cagan's Crossing Library	Night	16,085	16729 Cagan Oaks	Clermont	3815905	M.T.W.Th.F.S.	\$46.62	\$1,212.00	\$14,544.00
12	HB-71	Clerk's Auditor's Office	Night	2,379	401 E. Alfred St.	Tavares	2808489	W. & F.	\$39.69	\$344.00	\$4,128.00
13	GB-10	Clerk's Warehouse	Day	1,300	32400 County Rd 473	Leesburg	1184517	T.	\$15.46	\$67.00	\$804.00
14	HB-55	Communications Maint. Facility	Night	2,400	20415 Independence Blvd.	Groveland	1390885	T. & Th.	\$26.65	\$231.00	\$2,772.00
15	HB-24	Community Services - Housing	Night	4,000	2004 & 2008 Classique Lane	Tavares	3840652	M.T.W.Th.F.	\$19.52	\$423.00	\$5,076.00
16	HB-24	Community Services - Housing and Veteran's Services	Night	4,000	1996 and 2000 Classique Lane	Tavares	3840652	M.T.W.Th.F.	\$21.83	\$473.00	\$5,676.00
17	HB-02	County Administration Building	Night	82,168	315 W. Main St.	Tavares	1276489	M.T.W.Th.F.	\$493.01	\$10,681.84	\$128,182.08
18	HB-11	Courthouse	Night	99,809	550 W. Main St.	Tavares	1277353	M.T.W.Th.F.	\$598.86	\$12,975.17	\$155,702.04
19	HB-21	Courthouse Expansion	Night	157,437	550 W. Main St.	Tavares	1277353	M.T.W.Th.F.	\$944.62	\$20,466.81	\$245,601.72
20	HB-02	East Lake Library	Night	4,974	31336 CR 437	Sorrento	1598061	M.T.W.Th.F.S.	\$26.88	\$699.00	\$8,388.00
21	HB-22	Emergency Communications and Operations Center (ECOC)	Night	24,879	425 W. Alfred St.	Tavares	1277353	M.T.W.Th.F.	\$64.38	\$1,395.00	\$16,740.00
22		EMS Support	Night	17,166	2345 S 14th Street	Leesburg	1741602	M	\$56.54	\$245.00	\$2,940.00
23	KB-04	Environmental Lab	Night	4,885	13100 County Landfill Rd.	Tavares	1441421	W. & F.	\$32.54	\$282.00	\$3,384.00
24	KB-05	Environmental Services Administration	Night	4,000	13130 County Landfill Rd.	Tavares	1441421	T. & Th.	\$29.77	\$258.00	\$3,096.00
25	CB-16	Fairgrounds - Expo Bldg.	Night	1,972	2101 County Rd 452	Bustis	1122767	Th.	\$51.69	\$224.00	\$2,688.00
26	LB-05	Fleet Maintenance Facility	Night	1,170	20423 Independence Blvd.	Groveland	1390885	T. & Th.	\$38.54	\$334.00	\$4,008.00
27	KB-01	Fuel Station	Night	100	12900 County Landfill Rd.	Tavares	1111935	M.W.F.	\$3.31	\$43.00	\$516.00
28	KB-07	Haz-Mat Trailer	Night	1,300	13100 County Landfill Rd.	Tavares	1441421	T. & Th.	\$21.00	\$182.00	\$2,184.00
29	HB-04	Historic Courthouse (1st floor only)	Night	6,491	317 W. Main St.	Tavares	1276471	F.S.M.	\$49.96	\$433.00	\$5,196.00
30	FB-11	Leesburg Tag Office	Night	8,300	1720 N. Citrus Blvd.	Leesburg	1171539	M.T.W.Th.F.	\$82.85	\$1,795.00	\$21,540.00
31	MB-02	Marion Baysinger Library	Night	4,500	756 W. Broad St.	Groveland	1523729	M.T.W.Th.F.S.	\$33.23	\$720.00	\$8,640.00
32	HB-16	Mosquito Control	Night	1,200	401 S. Bloxham Ave.	Tavares	1376742	T. & Th.	\$28.15	\$244.00	\$2,928.00
33	BB-07	North Lake Clerk's Office	Night	1,160	902 Avenida Central	Lady Lake	3452241	M.W.F.	\$21.69	\$282.00	\$3,384.00
34	HB-72	North Lake Tax Collector	Night	12,623	1800 David Walker Dr.	Tavares	3900123	M.T.W.Th.F.	\$82.85	\$1,795.00	\$21,540.00
35	AB-13	Paisley Community Center	Night	3,000	24954 CR 42	Paisley	1312230	M.W.F.	\$26.23	\$341.00	\$4,092.00
36	AB-11	Paisley Library	Night	4,000	24954 CR 42	Paisley	1312230	M.T.W.F.S.	\$16.89	\$366.00	\$4,392.00
37	AB-17	Paisley Nature Center	Day 1pm -	3,102	25302 CR 42	Paisley	1312230	Twice a month	\$145.00	\$290.00	\$3,480.00
38	HB-60	Parking Garage (3 Elevators Only)	Night	115	200 N Sinclair	Tavares	2534770	M.T.W.Th.F.	\$13.66	\$296.00	\$3,552.00
39	GB-07	Parks and Trails Office	Day	5,376	2401 Woodlea Rd.	Tavares	3378695	M.W.F.	\$30.00	\$390.00	\$4,680.00
40	JB-05	Pear Property	Day	2,000	5336 University Ave.	Leesburg	1296234	W.	\$45.46	\$197.00	\$2,364.00
41	HB-20	Probation	Night	2,841	518 W. Alfred St.	Tavares	1822807	T. & Th.	\$30.12	\$261.00	\$3,132.00
42	HB-15	Property Records	Day	3,200	313 S. Bloxham Ave.	Tavares	1376742	T. & Th.	\$34.50	\$299.00	\$3,588.00
43	HB-07	Public Defender's Office	Night	6,000	123 N. Sinclair Ave.	Tavares	1277388	M.T.W.Th.F.	\$65.08	\$1,410.00	\$16,920.00
44	FB-15	Public Transportation Office	Night	2,942	2440 US Hwy 441/27	Fruitland Park	1740061	T. & Th.	\$32.31	\$280.00	\$3,360.00
45	KB-19	Road Operations Center	Day	876	12901 County Landfill Rd.	Tavares	1111935	W. & F.	\$26.77	\$232.00	\$2,784.00
46	KB-06	Scalehouse	Night	1,100	13130 County Landfill Rd.	Tavares	1441421	Thursday	\$27.23	\$118.00	\$1,416.00
47	MB-15	South Lake Clerk's Office	Night	1,054	800 N. US Hwy 27	Minneola	1109949	M.W.F.	\$113.23	\$1,472.00	\$17,664.00
48	MB-31	South Lake Tax Collector	Night	12,623	1505 Hooks Street	Clermont	2665793	M.T.W.Th.F.	\$82.85	\$1,795.00	\$21,540.00
49	LB-01	Tourist Welcome Center	Night	4,800	20763 US HWY 27	Groveland	3612132	W. & F.	\$59.19	\$513.00	\$6,156.00
50	KB-11	Traffic Operations	Night	2,800	28127 CR 561	Astatula	3701259	W. & F.	\$30.12	\$261.00	\$3,132.00
51	CB-05	Umatilla Community Center	Night	3,000	17107 Ballpark Rd.	Umatilla	1212197	M.W.F.	\$30.15	\$392.00	\$4,704.00
52	CB-05	Umatilla Community Center - New Building	Night	1,512	17107 Ballpark Road	Umatilla	1212197	M.W.F.	\$11.54	\$150.00	\$1,800.00
53	KB-17	WMFO	Night	2,700	13130 County Landfill Rd.	Tavares	1441421	M.W.F.	\$18.00	\$234.00	\$2,808.00
Total Cost									\$4,026.74	\$69,869.82	\$838,437.84

ADDITIONAL PRICING FOR NON-ROUTINE JANITORIAL SERVICES					
Item	Unit	Unit Price			
Special event and additional cleaning requests > \$500.00	Per person - per hour	\$20.00			
Carpet cleaning	Per square foot	\$0.18			
Floor stripping/sealing/waxing	Per square foot	\$0.45			
Tile and grout cleaning	Per square foot	\$0.35			
UPHOLSTERED FURNITURE CLEANING					
Item	Unit	Unit Price			
Couch	Each	\$85.00			
Office Chair	Each	\$6.50			
Recliner	Each	\$45.00			
Love Seat	Each	\$65.00			
Foot Stool	Each	\$20.00			
Pillow	Each	\$5.00			
On-call Presidential cleaning (no minimum sqft. guaranteed)	Per square foot	\$0.45			
Elevator cleaning - floors, walls, ceilings, doors, tracks, etc. per "Cleaning Guidelines"	Per cab	\$60.00			
Add extra day porter	Per hour (min. 3 hours per day 3 days per week)	\$20.00			
Provide one person, and associated supplies, for a 12 hour shift at a designated emergency facility during a designated emergency.	Per hour	\$30.00			
HOURLY RATES FOR ADDITIONAL WORK REQUIRED					
Item	Unit	Unit Price			
Labor - Regular Work Hours (M-F 8:00am to 5:00pm), Cost per man hour	Per Man Hour	\$25.00			
Labor - After Regular Hours Work, Cost per man per hour	Per Man, Per Hour	\$25.00			
Fan Rental per day	Per Day	\$30.00			
Emergency Call Out Fee, Cost per occurrence	Per Occurrence	\$100.00			
Materials to be supplied at actual cost plus Contractor's mark-up percentage	Percentage	10%			
HOURLY RATES FOR ADDITIONAL WORK REQUIRED					
Assuming prices quoted include costs for vehicles, maintenance, repair, insurance, fuel, wages, insurances, other employee benefits, materials, overhead, operating expenses, etc., what percentage of the rate is directly attributed to the cost of fuel?		3.00%			
Which does the firm use: Diesel fuel or Gasoline?		Gas			
Assuming prices quoted include costs for vehicles, maintenance, repair, insurance, fuel, wages, materials, overhead, operating expenses, etc., what percentage of the rate is directly attributed to the cost of wages?		62.00%			
Assuming prices quoted include costs for vehicles, maintenance, fuel, wages, insurances, other employee benefits, materials, overhead, operating expenses, etc., what percentage of the rate is directly attributed to the cost of materials?		18.00%			