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HOLMES COUNTY
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VACANT
HOUSE APPOINTEE

JOHN DEW
EXECUTIVE DIRECTOR

JOE BOYD
GENERAL COUNSEL

2560-102 BARRINGTON CIRCLE | TALLAHASSEE, FLORIDA 32308 | PHONE 850.386.2223 | FAX 850.386.2224 | WWW.FLCCOC.ORG

CCOC Request for Quote (RFQ) Janitorial Services

The Clerks of Court Operations Corporation (“CCOC”) is a legislatively created corporate entity, as established under Section 28.35, Florida Statutes. Its mission is to review and recommend Florida Clerk of Courts Article V court-related budgets and to encourage Clerk’s best practices using performance standards. It is headquartered in Tallahassee and its web page is www.flccoc.org.

The CCOC needs certain services as more fully described below (hereinafter “Services”). This RFQ is intended to secure one or more qualified and affordable contractors to provide potentially all, part or none of such services.

This is an RFQ to select service providers to meet the service needs of CCOC. This RFQ consists of this transmittal only, and contains the instructions for the preparation of quotes, costs breakdown, and timeframe.

Notice of Intent to BID (Attachment 1) shall be sent by email to John Dew at jdew@flccoc.org by 5:00 PM (EST) November 15, 2018.

All question pertaining to this RFQ should be made via email to jdew@flccoc.org. Questions and answers will be posted on the CCOC website.

Our Mission: As a governmental organization created by the Legislature, we evaluate Clerks’ court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations.

1.0 INTENT

- 1.1 Respondents are to submit a written quote that presents the Respondent's qualifications, understanding of work to be performed, and description of fees. The Respondent's quote should be prepared simply and economically and should provide all the information pertinent to its qualifications that respond to the Scope of Services listed herein.
- 1.2 POINT-OF-CONTACT: CCOC requires that Respondents restrict all contact and questions regarding this RFQ to the individual named below. Questions concerning terms and conditions and technical specifications shall be directed in writing to:

John Dew, Executive Director
Florida CCOC
2560-102 Barrington Circle
Tallahassee, Florida 32308
jdew@flccoc.org

2.0 ROUTINE JANITORIAL CLEANING

Definition and Scope of Services for bi/weekly cleaning

- 2.1 Reception area
- Sweep and/or vacuum front entryway and carpet
 - Vacuum all carpeted areas
 - Dust and/or Damp wipe all exposed horizontal surfaces and furniture with disinfectant as applicable: desks and glass tabled surfaces, conference table, chairs and other furniture
 - Remove cobwebs from front entry and immediate surrounding areas
 - Remove fingerprints and marks from around light switches and door frames, interior windows and framed pictures as applicable
 - Spot clean and wipe all internal glass/windows as needed
 - Empty waste receptacles and replace liners and wash as needed
 - Empty shredder receptacle in Copy Room as required
- 2.2 Bathrooms:
- Stock toilet, paper towels, facial tissues and hand soap
 - Empty waste receptacles and wipe if needed and replace liners as required
 - Clean and polish mirrors
 - Wipe down doors and remove all dust and prints
 - Clean, sanitize and polish all toilet basins
 - Sweep and mop restroom floors with disinfectant
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- 2.3 Kitchen and Breakroom:
- Wipe down doors and remove all dust and prints
 - Damp wipe down kitchen surfaces and appliances (microwave, fridge, toaster oven, kitchen table, cabinets and countertop)
 - Sweep and mop kitchen floor with disinfectant
 - Empty waste receptacles and wipe if needed and replace liners as required

3.0 DEEP CLEANING SERVICES (upon request)

Definition and Scope of Services

- 3.1 Entire Office Space
- Shampoo and deep clean all carpeted areas
 - Polish, buff and/or wax wood and linoleum floors as applicable
 - Wash interior of building windows
 - Change vent filters (filters supplied by CCOC)
 - Polish all brass knobs and door handles

4.0 SERVICES

- 4.1 Services provided under 2.0 shall be provided at CCOC headquarters every two weeks basis unless directed otherwise by the Executive Director of CCOC or his designee. Services provided under 3.0 shall be provided annually.
- 4.2 Subcontracting of work under this RFQ/contract is not allowed.
- 4.3 There will be no guarantee of a minimum level of services to be acquired by CCOC.
- 4.4 This is a one-year contract. CCOC maintains the option to renew this contract for each of the two subsequent years (on a year to year basis) at the discretion of the CCOC and agreement with the vendor.

5.0 REQUIREMENTS TO BE PROVIDED

- 5.1 The **NOTICE OF INTENT TO BID**, is nonbinding; however, it ensures the receipt of all addenda related to this RFQ. Quotes will be accepted only from applicants who submitted a timely NOTICE OF INTENT TO BID. (See Attachment 1)
- 5.2 **FORMAT AND NUMBER OF COPIES TO BE SUBMITTED:** In order to be considered for selection, Respondent must submit a complete

response to this RFQ. One (1) electronic copy of each quote must be submitted via USB thumb drive, Dropbox, or e-mail (only if under 10 MB).

- 5.3 Quotes shall be signed by the person authorized as the primary representative or officer.
- 5.4 Respondents shall include as part of their quote responses the following information at a minimum:
 - 5.4.1 Name, address, telephone number, etc. of the firm or person submitting the quote;
 - 5.4.2 Qualifications, certifications, and educational professional resume of all persons that would provide services under any resulting contract;
 - 5.4.3 A straightforward, concise description of capabilities to satisfy the requirements of the RFQ;
 - 5.4.4 References; All Respondents shall include a list of a minimum of three (3) references, for similar services only, who could attest to the Respondent's knowledge, quality of work, timeliness, diligence, and flexibility. Include names, contact persons, and phone numbers of all references.
 - 5.4.5 Fee schedule and rates – the cost to CCOC for the services offered; (See Attachment 2) and
 - 5.4.6 A written description of any (i) litigation during the past five (5) years involving the Respondent or any person listed in the response relating to professional services, including a summary of the disposition of such matter or matters; and (ii) a list of any grievances filed within the past five (5) years against Respondent or any person listed in the response with any regulatory or judicial body, including a summary of the disposition of such matter or matters.

6.0 EVALUATION METHODOLOGY

The CCOC will evaluate quotes from responsive vendors who have utilized the criteria below in **7.0 Evaluation Criteria**. Evaluations will be conducted by an Evaluation Team. Scoring will be based on a possible 100 points. The CCOC may invite one or more of the most highly qualified Respondents to attend a formal interview.

7.0 EVALUATION CRITERIA

These criteria are to be utilized in the evaluation of the Quotes of those Respondents to be considered. Respondents are required to address each evaluation criteria in the order listed and to be specific in presenting their qualifications.

- 7.1 Flexibility/Understanding of Requirements – The degree to which the Respondent has responded to the purpose and scope of specifications – e.g., services to be provided – flexibility of Respondent to meet the CCOC needs, conformance in all material respects to this RFQ, etc.
- 7.2 Capability – The Respondents that have the capability in all respects to perform fully the contract requirements and the moral and business integrity and reliability that will assure good faith performance as required by these specifications. Also includes Respondent’s capability and skill to provide the products or perform the services stated in these specifications.
- 7.3 Experience – Respondent’s experience in providing the services as requested in these specifications.
- 7.4 Cost – The Cost of the services to the CCOC.

8.0 COMMUNICATION DURING EVALUATION

Under no circumstances shall any Respondent contact in person, by telephone, or otherwise any representative of the CCOC other than as provided above in Section 1.2 in regard to this RFQ. Failure to comply with this provision may result in the disqualification of that entity from this procurement process.

9.0 CONTRACT

- 9.1 The successful Contractor will be required to enter into a contract with the CCOC. Any contract shall be in accordance with the contract format required by CCOC.
 - 9.2 Contract Term – This contract shall be for a primary term of one (1) year with the option to renew for two (2) additional one (1) year terms.
 - 9.3 The contract will be monitored for acceptable services rendered throughout the contract period.
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- 9.4 Cancellation of Contract – The CCOC shall have the right to cancel and terminate any contract(s), in part or in whole, for any reason or for no reason, without penalty, upon notice to the Contractor. Contractor shall not be entitled to lost profits or any further compensation not earned prior to the time of cancellation.

| Calendar of Events | | |
|---|------------|---------------|
| Task | Date | Time |
| CCOC Release of RFQ | 11/9/2018 | 5:00 PM (EST) |
| Letter of Intent to Bid sent electronically | 11/15/1018 | 5:00 PM (EST) |
| Deadline to ask additional questions | 11/29/2018 | 5:00 PM (EST) |
| Addenda Released if necessary to answer questions | 12/5/2018 | 5:00 PM (EST) |
| RFQ Quote Due | 12/7/2018 | 5:00 PM (EST) |
| Possible meetings | TBD | TBD |
| Effective Contract Date | 1/1/2019 | 5:00 PM (EST) |

**ATTACHMENT 1
Notice of Intent to Bid**

Mr. John Dew
Executive Director
Florida Clerk of Court Operations Corporation
2560 Barrington Circle
Tallahassee, FL 32308
jdew@flccoc.org

REFERENCE: RFQ for Janitorial Services

This is to notify you that it is our present intent to (Submit/not submit) a quote in response to the above referenced Request for Quote. The individual to whom information regarding this RFQ should be transmitted is:

Name: _____
Company: _____
Address: _____
City, State & Zip: _____
Phone Number: _____
E-mail Address: _____

I/We concur with the proposed language as presented in the RFQ.

Sincerely,

Name(Signature)

Date

Typed Name & Title of Representative

Typed Name of Company

**ATTACHMENT 2
FEE SCHEDULE AND RATES**

Provide hourly rate for the services outlined in this RFQ for Janitorial Services.

SERVICE/RATE

| Service Description | Rate |
|---------------------|------|
| Bi-weekly cleaning | \$ |
| Deep cleaning | \$ |