



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

REQUEST FOR QUOTE (RFQ)

Janitorial Services Scope of Work (RFQ NO. 25-CCOC-01)

1. General

This Request for Quote (RFQ) is set forth to detail requirements and conditions for providing commercial Janitorial Services (hereafter referred to as “Services”) for the Clerks of Court Operations Corporation (CCOC), currently located at 2560-102 Barrington Circle, Tallahassee, Florida 32308. The Contractor or Contractor’s Agent (also known as “Proposer”) shall perform the required Services in this area, and shall be qualified to furnish complete and efficient Services including all labor and supervision. **Deadline to submit quotes is November 8, 2024.** The award will be granted for 1 year with the option to extend the Janitorial Services agreement on an annual basis in yearly intervals up to a total of five years. The extensions are at the discretion of CCOC and will be based on performance of Services and subject to appropriation and CCOC expense considerations.

Preference will be given to those firms demonstrating extensive experience in providing Services to units of local governments. The successful proposer shall possess sufficient resources to ensure that the performance of Janitorial Services are met on a timely basis. CCOC reserves the right to accept or reject any submission that does not benefit CCOC. There are no guarantees of award for the submitted quotes, and all expense related to preparing a submission for this RFQ is the proposer’s responsibility.

2. RFQ Solicitation Calendar

October 25, 2024 – RFQ Posted and Released to Interested Parties

October 31 & November 1, 2024 – Scheduled Site Visit (optional and at the request of Proposers)

November 4, 2024 – Deadline for submission of questions and clarification



FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

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

November 6, 2024 – Responses provided to all submitted questions and clarifications.

November 11, 2024, 5:00pm EST – Deadline for Quote submissions

November 18, 2024 – Interviews with potential vendors short listed (if needed)

December 20, 2024 – Contract Award Notification

January 1, 2025 – Contract start date

All information related to this RFQ will be available on CCOC's website at www.flccoc.org.

3. Point of Contact

Thomas A. Dunne, Director of Administrative Services
2560-102 Barrington Circle
Tallahassee, FL 32308
Email: tdunne@flccoc.org

4. Restriction on Communications

With the exception of communications regarding pre-proposal site visits described in Section 5 below, all communication regarding this RFQ shall be directed to the point of contact identified in Section 3 above. Respondents shall not communicate with any other CCOC staff, Clerks of Courts, or Clerks' staff concerning this RFQ. For violation of this provision, the CCOC reserves the right to reject a respondent's proposal.

Only those communications which are in writing from the CCOC's point of contact shall be considered as a duly authorized response on behalf of the CCOC.

5. Pre-Proposal Site Visit



FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

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

Any proposer that would like to view the CCOC Office location must send an email notice to CCOC at barb@flccoc.org on or before 3:00 p.m. on October 29, 2024. All site visits will be scheduled by CCOC on either October 31st or November 1st (at a designated time between 1:00pm and 5:00pm).

6. Background Information

The CCOC Office location is a small commercial office space of approximately 2,400 square feet. The layout of the office includes the following:

- One kitchen/breakroom with a sink and refrigerator
- Two 1-stall bathrooms
- Two storage rooms
- Nine offices
- One lobby
- One Conference Room
- Varied flooring, including commercial carpet and tile

7. Scope of Work (SOW)

The following details the Services to be provided to CCOC:

Required Services

- CCOC prefers all cleaning services be provided outside of business hours (Monday – Friday 8:00 a.m. to 5:00 p.m.) Access will be provided to successful proposer. Successful proposer will be responsible for disarming alarm promptly upon entry, arming alarm on exit, and securely locking entrance door upon exit. Any failure to do so would be considered a breach of contract.
- Bi-weekly cleaning of CCOC office to include:
 - Reception area and offices:



FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

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

- Vacuum all carpeted areas. Dusting and/or damp wiping of all horizontal surfaces, light switches, door frames, interior windows, and furniture with disinfectant as applicable. Sweep and remove cobwebs and other debris from exterior and interior front entry and surrounding area. Empty waste receptacles and replace with new liners. Empty shredder receptacle as necessary.
- Bathrooms:
 - Stock toilet tissue, paper towels, facial tissue, and hand soap. Empty waste receptacles and replace with new liners. Clean and polish mirrors. Wipe down doors and dust. Sanitize and clean all toilet basins. Sweep and mop floors with disinfectant.
 - Note: CCOC will be responsible for purchasing toilet paper, paper towels, hand soap, dish soap, and facial tissue. Contractor will only be responsible for restocking these items in the appropriate locations, as necessary.
- Kitchen:
 - Wipe down doors and cabinets, and dust. Damp wipe kitchen surfaces with disinfectant. Sweep and mop floors with disinfectant. Empty waste receptacles and replace with new liners. Wipe down all kitchen appliances, including microwave, toaster oven, refrigerator, and toaster oven.
- Sweeping and mopping
- Deep-Cleaning on an as-needed basis:
 - Shampoo and deep-clean all carpeted areas. Polish, buff and/or wax all linoleum, tile or wood floors. Wash interior windows. Change vent filters (filters provided by CCOC). Polish all handles and knobs.

8. Submittal Requirements

Respondents should complete all sections of the RFQ. Responses received under this RFQ that fail to address each of the sections in adequate and complete detail may be deemed as non-responsive and may not be considered for selection.

A. Cover Letter



FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

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

Provide a Letter of Interest indicating this specific solicitation for which the potential vendor is applying.

B. Vendor Details

Include point of contact (name, title, phone number, mailing address, and email address) and number of employees.

C. Qualifications

- Include a description of your company. Also include a list of any designated sub-contracting firms if the sub-contractors work is intended to be used to provide Services to CCOC. Sub-contractors are subject to the same terms of any contract between CCOC and the selected vendor.
- Include any licenses and other pertinent information.
- Identify any members of your team that will be assigned to the Services provided to CCOC.

D. Experience

Describe your experience in providing commercial Janitorial Services and provide a minimum of 2 references where similar services are/were provided.

E. Proposed Approach and Solution

- Provide a concise description of capabilities to satisfy the requirements in the scope of work and any other information called for by the RFQ.
- Describe what CCOC resources (if any) would be required during the transition and on an ongoing basis.

F. Fee Proposal

Please indicate in Attachment 1: Fee Schedule and Rates the charges associated with the Services, in accordance with the aforementioned SOW, as follows:

- Bi-weekly Cleaning
- As-needed Deep Cleaning
- Should annual renewals be granted, please include any price escalators, if any.

9. Quote Submission



**FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION**

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

Submittals received after the date and time stated in this RFQ will not be accepted and shall be returned unopened to Proposer. Submittals received at any other location than the below or after the submission date and time shall be deemed non-responsive. Submittals should be signed by an official authorized to bind the Proposer to the provisions given in the submission. Upon award of Contract, the contents of the submission may be included as part of the contract, at CCOC's discretion.

One (1) Original and one (1) digital copy of your complete response to this RFQ must be delivered to the below address(es) by **November 8, 2024, 5:00pm EST**.

Clerks of Court Operations Corporation
Thomas A. Dunne
2560-102 Barrington Circle
Tallahassee, FL 32308
Email: tdunne@flccoc.org

Submittals must be clearly marked on the outside of the package referencing RFQ No. 25-CCOC-01.

FAILURE TO SUBMIT ALL OF THE ABOVE REQUIRED DOCUMENTATION MAY DISQUALIFY PROPOSER.

10. Evaluation of Quotes

Responsive submissions will be evaluated using the following criteria:

Factor	Weight
Cost projections or fee proposal The lowest average Cost Submission will receive 60 points. Every other submission will receive points proportionately in relation to the lowest price. Example: $(\text{Lowest price} / \text{Proposer's Proposed Price}) \times 60 = \text{Score}$ (Please note: Total potential contract cost, including extensions and cost escalators (if any) will be considered in cost evaluation.)	60
Proposal Approach	20
Experience on similar assignments	10

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.



**FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION**

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

Assigned staff to services (Experience and number of staff)	10
Total Points	100

11. Payment

Payments to the Successful Proposer shall be made in arrears and be based on work performed to the satisfaction of CCOC. No advance payment shall be made at any time.

The Successful Proposer shall submit full documented invoices within ten (10) calendar days after the month during which services were provided. These invoices shall be submitted with sufficient detail to allow CCOC to confirm the Services were provided. Invoices must be submitted to CCOC, Attn: Accounts Payable, 2560-102 Barrington Circle, Tallahassee, Florida 32308. All invoices shall reference the appropriate contract number, dates the Services were provided and the type of service provided in the prior month.

12. Successful Proposer is responsible for Employees

All employees of the Successful Proposer shall be considered to be, at all times, the sole employees of the Successful Proposer under its sole direction and not employees or agents of CCOC. The Successful Proposer shall supply competent and physically capable employees. CCOC may require the Successful Proposer to remove any employee who CCOC deems careless, incompetent, insubordinate, or otherwise objectionable. All employees of the Successful Proposer must be covered by Worker's Compensation, unemployment compensation and liability insurance, a copy of which must be supplied to CCOC.

Each employee shall have and wear proper identification while on location of CCOC premises.

13. Unauthorized Work

Neither the Successful Proposer nor any of his/her employees shall perform any work unless duly authorized by CCOC. The qualified Proposer shall not be paid for any work performed outside the scope of the Contract or for any work performed before the Contract is fully executed.

14. Special Conditions of Proposed Contract

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.



FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

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

General

The Contractor shall comply with all applicable laws, CCOC Licenses, and code provisions. The Contract shall include certain clauses which will safeguard the interests of the CCOC including, without limitations, cancellation for convenience, hold harmless/indemnity, no damages for delay and no adverse interest to CCOC's clauses. The Contract shall address, but not be limited to, the following terms and conditions:

Amendments to the Contract

The CCOC shall have sole authority to amend the Contract on behalf of CCOC.

Termination for Cause

Either Party may cause cancel this Contract by notifying the other Party in writing thirty (30) days prior to the proposed termination date, specifying the other Party's failure to perform under this contract. If the failure to perform is curable, the defaulting party shall be given an opportunity to cure the default within a reasonable period, by notifying the non-defaulting party within ten (10) business days of receiving notice of cancellation. As necessary, the cure period shall be extended; provided that, the defaulting party has initiated the process and is utilizing commercially reasonable efforts to cure the default.

Termination for Convenience

Either Party may terminate this contract upon 30 days written notice to the other party for any reason.

Assignment of Contract

The Successful Proposer shall not assign any portions of the Contract, or any part of his/her operations, without written permission granted by CCOC through the Executive Director, in CCOCs sole discretion.

Compliance with Orders, Laws and Cancellation

The Successful Proposer shall comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to this RFQ. Non-compliance with all local, state, and federal directives, orders, and laws may be considered grounds for termination of the Contract.



FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

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

Conflict of Interest

If any individual member of the Successful Proposer, or an employee of a Proposer, or an immediate family member of the same is also a member of any board, commission, or agency affiliated with CCOC, that individual is subject to CCOC's conflict of interest policy. Successful Proposer Contact Successful Proposer shall include the name, office address and mobile number of the firm's intended Contact. In the event a Contract is awarded to Proposer, the Contact shall be available at one of these contact numbers on a daily basis for purposes of addressing complaints and receiving information as to Contract performance.

Indemnification

The Successful Proposer(s) shall agree to indemnify, defend and hold harmless CCOC and its officials, employees and agents (collectively referred to as "Indemnitees") and each of them from and against all losses, costs, penalties, fines, damages, claims, expenses (including attorney's fees), liabilities (collectively referred to as "Liabilities") by reason of any injury to or death of any person or damage to or destruction or loss of any property arising out of, resulting from, or in connection with the performance or non-performance of the Services contemplated by the Contract which is or is alleged to be (1) directly or indirectly caused, in whole or in part, by any act, omission, default or negligence (whether active or passive) of the Indemnitees, or any of them or (2) the failure of the Successful Proposer to comply with any of the requirements specified within the Contract, or the failure of the Successful Proposer to conform to statutes, ordinances, or other regulations or requirements of any governmental authority, federal or state, in connection with the performance under the Contract. Successful Proposer expressly agrees to indemnify and hold harmless the Indemnitees, or any of them, from and against all liabilities which may be asserted by an employee or former employee of Successful Proposer, or any of its subcontractors, if applicable and as provided above, for which the Successful Proposer's liability to such employee or former employee would otherwise be limited to payments under state Workers' Compensation or similar laws. The Indemnifications will be interpreted to comply with Florida Statutes.

Insurance

To the extent required by law, the Successful Proposer shall maintain its bond and liability insurance with limits of \$1,000,000 or more per occurrence for the life of the contract. Within ten (10) days after notification of award, the Successful Proposer



FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

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

shall furnish evidence of insurance to CCOC. Execution of a Contract is contingent upon the receipt of proper insurance documents. If the insurance certificate is received within the specified time frame, but not in the manner prescribed in this RFQ, the Successful Proposer shall be verbally notified of such deficiency and shall have an additional five (5) calendar days to submit a corrected certificate to CCOC. If the Successful Proposer fails to submit the required insurance documents in the manner prescribed in this RFQ, within fifteen (15) calendar days after the Successful Proposer has been awarded contract, the Proposer may be in default of the Contract's terms and conditions. Under such circumstances, the Successful Proposer may be prohibited from submitting future responses to CCOC. Information regarding any insurance requirements shall be directed to the Director Administrative Services, Thomas Dunne at 850-386-2224. Additionally, Successful Proposer may be liable to CCOC for the cost of reprocurring the Services, caused by Successful Proposer's failure to submit the required documents.

Responsibility of Equipment and Supplies

It is understood that all cleaning products and equipment shall be supplied directly by the vendor to perform all Services described in the SOW but does not limit the vendor from performing other such standard cleaning services that would normally be performed within said SOW.

Confidentiality

The vendor recognizes and acknowledges while performing agreed upon Services, that their personnel may come upon access to matters the Corporation is engaged in that, by Florida Statutes, are confidential in nature and irreparable harm could be had should such confidential information be disclosed without authorization. The vendor agrees not to disclose any confidential information during or after the terms of the contract. CCOC may seek and obtain injunctive relief against the breach, or threatened breach, of confidential information. Any information made public by Florida law shall be exempt from this provision.



FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION

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

***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.*



**FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION**

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

ATTACHMENT 1

FEE SCHEDULE AND RATES

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

SERVICE/HOURLY RATE

Service Description	Hourly Rate