

Issue Date: January 5, 2018

INVITATION FOR BIDS #Y18-144-KB

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Orange County, Florida, henceforth referred to as the County is accepting sealed bids for:

**JANITORIAL SERVICES FOR ORANGE COUNTY
CONVENTION CENTER
TERM CONTRACT**

Sealed bid offers in an **original** and **three (3) copies** for furnishing the above will be accepted up to **2:00 PM (local time), Tuesday, January 30, 2018**, in the Procurement Division, Internal Operations Centre II, 400 E. South Street, 2nd Floor, Orlando, FL 32801.

Copies of the bid documents may be obtained from the Orange County Procurement Division at the above address. Copies may be requested by phoning (407) 836-5635 or by download from the Internet at:

<http://apps.ocfl.net/orangebids/bidopen.asp>

A **Mandatory Pre-Bid Conference** will be held on **Tuesday, January 16, 2018, 1:30 PM**, located at **Orange County Convention Center, 9899 International Dr. Orlando, FL 32819, Room South - 230H**. Interested bidders are required to attend. **Bidders who fail to attend the mandatory pre-bid conference shall be ineligible to compete for the award of a contract under this solicitation. An area map, driving directions and Parking Pass are included herein.**

Carrie Woodell, MPA, CFCM, CPPO, C.P.M.
Manager, Procurement Division

NOTICE TO BIDDERS

To ensure that your bid is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your point-of-contact for this solicitation is Kathy Bozeman, Purchasing Agent at kathy.bozeman@ocfl.net.

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GENERAL TERMS AND CONDITIONS

1. GENERAL INFORMATION

These specifications constitute the complete set of requirements and bid forms. The bid response page(s), and all forms listed on the bid response page(s) shall be completed, signed, and sealed in an envelope bearing the bid number on the outside and mailed or presented to the Procurement Division on or before the specified time and date. **Failure to comply with the preceding requirements shall result in the rejection of the bid.**

Bids submitted by e-mail, telephone or fax shall not be accepted. An e-mailed or a faxed bid shall be rejected as non-responsive regardless of where it is received.

It is the sole responsibility of the Bidder to ensure that their bid reaches the Procurement Division. All bids, unless otherwise specified, must be delivered to the following address no later than the time and date specified in the solicitation:

Procurement Division
Internal Operations Centre II
400 E. South Street, 2nd Floor
Orlando, FL 32801

Bidders are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your bid is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address.

The County shall not be responsible for delays caused by any occurrence. The time/date stamp clock located in the Procurement Division shall serve as the official authority to determine lateness of any bid. The bid time shall be scrupulously observed. Under no circumstances shall bids delivered after the time specified be considered. Late bids will be returned to the Bidder unopened. The decision to refuse to consider a bid that was received beyond the date/time established in the solicitation shall not be the basis for a protest pursuant to the Orange County Code (Procurement Ordinance).

All bids must be typewritten or filled in with pen and ink, and must be signed in ink by an officer or employee having authority to bind the company or firm. Errors, corrections, or changes on any document must be initialed by the signatory of the bid.

Bidders shall not be allowed to modify their bids after the opening time and date. Bid files may be examined during normal working hours, thirty (30) days after bid opening or upon recommendation for award, whichever occurs first. Bidders desiring to view these documents are urged to schedule an appointment.

For information concerning this bid, please contact the Procurement Division at the address listed above or by calling 407-836-5635. Please specify the bid number for which you are inquiring.

2. QUESTIONS REGARDING THIS SOLICITATION

All questions or concerns regarding this Invitation for Bids shall be submitted by email to kathy.bozeman@ocfl.net, no later than 5:00 PM Tuesday, January 17, 2018 to the attention of Kathy Bozeman, Procurement Division, referencing the IFB number. When required the Procurement Division shall issue an addendum to the Invitation for Bids. The addendum shall be available on the Internet for access by potential Bidders. Bidders are instructed not to contact the initiating division directly. No oral interpretation of this Invitation for Bids shall be considered binding. The County shall be bound by information and statements only when such statements are written and executed under the authority of the Manager, Procurement Division.

This provision exists solely for the convenience and administrative efficiency of Orange County. No Bidder or other third party gains any rights by virtue of this provision or the application thereof, nor shall any Bidder or third party have any standing to sue or cause of action arising there from.

3. FEDERAL AND STATE TAX

The County is exempt from Federal and State Sales and Use Taxes for tangible personal property (Certificate of Registry for tax transactions under Chapter 32, Internal Revenue Code and Florida Sales/Use Tax Exemption Certificate). The Manager, Procurement Division will sign an exemption certificate submitted by the Contractor.

Contractors doing business with the County shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor shall any Contractor be authorized to use the County's Tax Exemption Number in securing such materials.

4. ACCEPTANCE/REJECTION/CANCELLATION

The County reserves the right to accept or to reject any or all bids and to make the award to that bidder who, in the opinion of the County, will be in the best interest of and/or the most advantageous to the County. The County also reserves the right to reject the bid of any bidder who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the County's opinion, is not in a position to perform properly under this award. The County reserves the right to inspect all facilities of bidders in order to make a determination as to the foregoing. The County reserves the right to waive any irregularities and technicalities and may, at its discretion, request a re-bid. Award will be made to the lowest responsive and responsible bidder as determined by the County.

The County reserves the right, and the Manager, Procurement Division has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Board of County Commissioners when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Orange County Code.

5. **NO BID**

Where more than one item is listed, any items not bid upon shall be indicated as "NO BID".

6. **CONFLICT OF INTEREST**

The award is subject to provisions of applicable State Statutes and County Ordinances. All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of Orange County. Further, all bidders must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the Bidder's firm or any of its branches. Should the Contractor permanently or temporarily hire any County employee who is, or has been, directly involved with the Contractor prior to or during performance of the resulting contract, the contract shall be subject to immediate termination by the County.

7. **LEGAL REQUIREMENTS**

All applicable Federal and State laws and County ordinances that in any manner affect the items covered herein apply. Lack of knowledge by the Bidder shall in no way be a cause for relief from responsibility.

- A. Contractors doing business with the County are prohibited from discriminating against any employees, applicant, or client because of race, religion, color, disability, national origin, gender, or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.
- B. Businesses wishing to participate in the County procurement process as an Orange County Certified M/WBE firm are required to complete a certification application to attain recognition as such. You may contact the Procurement Division or the Business Development Division for information and assistance.

8. **MISTAKES**

In the event of extension error(s), the unit price will prevail and the Bidder's total offer will be corrected accordingly. In the event of addition errors, the extended totals will prevail and the Bidder's total will be corrected accordingly.

Bidders must check their bid where applicable. Failure to do so will be at the Bidder's risk. Bids having erasures or corrections must be initialed in ink by the Bidder.

9. **AVAILABILITY OF FUNDS**

The obligations of the County under this award are subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and the Orange County Board of County Commissioners, or other specified funding source for this procurement.

10. EEO STATEMENT

It is hereby declared that equal opportunity and nondiscrimination shall be the County's policy intended to assure equal opportunities to every person, regardless of race, religion, sex, sexual orientation and gender expression/identity, color, age, disability or national origin, in securing or holding employment in a field of work or labor for which the person is qualified, as provided by Section 17-314 of the Orange County Code and the County Administrative Regulations.

Further, the Contractor shall abide by the following provisions:

- A. The Contractor shall represent that the Contractor has adopted and maintains a policy of nondiscrimination as defined by applicable County ordinance throughout the term of this contract.
- B. The Contractor shall allow reasonable access to all business and employment records for the purpose of ascertaining compliance with the non-discrimination provision of the contract.

The provisions of the prime contract shall be incorporate by the Contractor into the contracts of any applicable subcontractors.

11. BID TABULATION AND RESULTS

Bid tabulations shall be available thirty (30) days after opening on the Orange County website at: <http://apps.ocfl.net/orangebids/bidresults/results.asp>, or upon notice of intended action, whichever is sooner.

12. BID FORMS

All bids must be submitted on the County's standard Bid Response Form. Bids on Bidder's quotation forms shall not be accepted.

13. REFERENCES

A contact person shall be someone who has personal knowledge of the Bidder's performance for the specific requirement listed. Contact person shall have been informed that they are being used as a reference and that the County may be contacting them. More than one person can be listed but all shall have knowledge of the project. The reference shall be the owner or a representative of the owner. Contractors who provided services under the referenced project (contract) shall not be accepted as references. **DO NOT** list principals or officers who shall not be able to answer specific questions regarding the project. Failure of references listed to respond to the County's inquiries may negatively impact the responsibility of the Bidder.

14. RECIPROCAL PREFERENCE

In the event the lowest responsive and responsible bid submitted in response to any Invitation for Bids is by a bidder whose principal place of business is in a county other than Orange County, and such county grants a bid preference for purchases to a bidder whose principal place of business is in such county, then Orange County may award a preference to the (next) lowest responsive and responsible bidder having a principal place of business within Orange County, Florida. Such preference will be equal to the preference granted by the county in which the lowest responsive and responsible bidder has its principal place of business **except as provided below.**

1. **Effective July 1, 2015 the reciprocal local preference will not apply to construction services in which 50 percent or more of the cost will be paid from state-appropriated funds which have been appropriated at the time of the competitive solicitation.**
2. **If the solicitation involves a federally funded project where the funding source requirements prohibit the use of state and/or local preferences, the reciprocal local preference will not be applied.**

15. POSTING OF RECOMMENDED AWARD AND PROTESTS

The recommended award will be posted for review by interested parties at the Procurement Division and at:

<http://apps.ocfl.net/OrangeBids/AwardsRec/default.asp> prior to submission through the appropriate approval process and will remain posted for a period of five (5) full business days.

- **Orange County Lobbyist Regulations General Information**
<http://www.orangecountyfl.net/OpenGovernment/LobbyingAtOrangeCounty.aspx>

A lobbying blackout period shall commence upon issuance of the solicitation until the Board selects the Contractor. For procurements that do not require Board approval, the blackout period commences upon solicitation issuance and concludes upon contract award.

The Board of County Commissioners may void any contract where the County Mayor, one or more County Commissioners, or a County staff person has been lobbied in violation of the black-out period restrictions of Ordinance No. 2002-15.

- **Orange County Protest Procedures**
<http://www.orangecountyfl.net/VendorServices/VendorProtestProcedures.aspx>

Failure to file a protest with the Manager, Procurement Division by 5:00 PM on the fifth full business day after posting, shall constitute a waiver of bid protest proceedings.

16. BID AND RELATED COSTS

By submission of a bid, the Bidder agrees that any and all costs associated with the preparation of the bid will be the sole responsibility of the Bidder. The Bidder also agrees that the County shall bear no responsibility for any costs associated with the preparation of the bid including but not limited to any administrative or judicial proceedings resulting from the solicitation process.

17. CONTRACTUAL AGREEMENT

This Invitation for Bids shall be included and incorporated in the final contract or purchase order. The order of contract precedence will be the contract (purchase order), bid document, and response. Any and all legal actions associated with this Invitation for Bids and/or the resultant contract (purchase order) shall be governed by the laws of the State of Florida. Venue for any litigation involving this contract shall be the Ninth Circuit Court in and for Orange County, Florida.

18. PUBLIC ENTITY CRIME

Section 287.133(3)(d), Florida Statutes, provides that the Florida Department of Management Services shall maintain a list of the names and addresses of those who have been disqualified from participating in the public contracting process under this section.

http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists/convicted_vendor_list

A person or affiliate who has been placed on The Convicted Vendor list following a conviction for a public entity crime shall not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, shall not submit bids on leases of real property to a public entity, shall not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and shall not transact business with any public entity in excess of the threshold amount provided in Florida Statute Section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on The Convicted Vendor List.

19. DRUG-FREE WORKPLACE FORM

The Drug-Free Workplace Form is attached and shall be completed and submitted with your bid.

20. SUBCONTRACTING

Bidders subcontracting any portion of the work shall state name and address of subcontractor and the name of the person to be contacted on the attached "Schedule of Subcontractors Form".

21. CONFLICT OF INTEREST FORM

Bidder shall complete the Conflict of Interest Form attached hereto and submit it with their bid.

22. ETHICS COMPLIANCE

The following forms are included in this solicitation and shall be completed and submitted as indicated below:

- A. **Orange County Specific Project Expenditure Report** -The purpose of this form is to document any expenses incurred by a lobbyist for the purposes described in **Section 2-351, Orange County Code**. This form shall be completed and submitted with all bid responses to an Orange County solicitation. Any questions concerning this form shall be addressed to the purchasing agent identified in the applicable solicitation.
- B. **Relationship Disclosure Form** – The purpose of this form is to document any relationships between a bidder to an Orange County solicitation and the Mayor or any other member of the Orange County Board of County Commissioners. This form shall be completed and submitted with the applicable bid to an Orange County solicitation.

No contract award shall be made unless these forms have been completed and submitted with the bid. Any questions concerning these forms shall be addressed to the purchasing agent identified in this solicitation. Also, a listing of the most frequently asked questions concerning these forms is attached to each for your information.

23. SUBMISSION OF BID

The bid must be mailed or hand delivered in a sealed envelope to:

ORANGE COUNTY PROCUREMENT DIVISION
Internal Operations Centre II
400 E. South Street, 2nd Floor
Orlando, Florida 32801

Bidders must indicate on the sealed envelope the following:

- A. **Invitation for Bids Number**
- B. **Hour and Date of Opening**
- C. **Name of Bidder**

Bids received after the time, date, and/or at the location specified, due to failure to identify the envelope with the above information shall be rejected.

24. COPIES

Copies of documents, records, materials, and/or reproductions requests will be charged in accordance with Orange County's fee schedule. Copyrighted materials may be inspected, but cannot be copied or reproduced per Federal law.

25. PROPRIETARY/RESTRICTIVE SCOPE OF WORK/SERVICES

If a prospective bidder considers the scope of work/services contained herein to be proprietary or restrictive in nature, thus potentially resulting in reduced competition, they are urged to contact the Procurement Division prior to bid opening. Specifications which are unrelated to performance will be considered for deletion via addendum to this Invitation for Bids.

26. ASSISTANCE WITH SCOPE OF WORK/SERVICES

Any prospective bidder who assisted the County in developing or writing the scope of work/services contained herein are requested to so note such on the bid response page.

27. PAYMENT TERMS/DISCOUNTS

The County's payment terms are in accordance with Florida Statute 218, Local Government Prompt Payment Act. Cash discounts for prompt payment shall not be considered in determining the lowest net cost for bid evaluation purposes.

28. PATENTS AND ROYALTIES

Unless otherwise provided, the Contractor shall be solely responsible for obtaining the right to use any patented or copyrighted materials in the performance of the contract resulting from this Invitation for Bids.

The Contractor, without exception, shall indemnify and save harmless the County and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or supplied by the Contractor. In the event of any claim against the County of copyright or patent infringement, the County shall promptly provide written notification to the Contractor. If such a claim is made, the Contractor shall use its best efforts to promptly purchase for the County any infringing products or services or procure a license, at no cost to the County, which will allow continued use of the service or product.

If none of the alternatives are reasonably available, the County agrees to return the article on request to the Contractor and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.

29. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the County, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses including attorney's fees of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the Contractor or its subcontractors, anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the County.

30. CLARIFICATIONS

It is the Bidder's responsibility to become familiar with and fully informed regarding the terms, conditions and specifications of this Invitation for Bids. Lack of understanding and/or misinterpretation of any portions of this Invitation for Bids shall not be cause for withdrawal of your bid after opening or for subsequent protest of award. Bidder's must contact the Procurement Division, at the phone number on the bid cover sheet **prior** to bid opening, should clarification be required.

Modification or alteration of the documents contained in the solicitation or contract shall only be valid if mutually agreed to in writing by the Bidder and the County.

31. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

By submission of this bid, the Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:

- A. The prices in this bid have been arrived at independently, without consultation, collusion, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- B. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly to any other Bidder or to any competitor; and,
- C. No attempt has been made or shall be made by the Bidder to induce any other person or bidder to submit or not to submit a bid for the purpose of restricting competition.

32. SUCCESSORS AND ASSIGNS

The County and the Contractor each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the County nor the Contractor shall assign, sublet, convey or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Contractor.

33. PRICING/AUDIT

The Contractor shall establish and maintain a reasonable accounting system, which enables ready identification of Contractor's cost of goods and use of funds. Such accounting system shall also include adequate records and documents to justify all prices for all items invoiced as well as all charges, expenses and costs incurred in providing the services for at least five (5) years after completion of this contract. The County or its designee shall have access to such books, records,

subcontract(s), financial operations, and documents of the Contractor or its subcontractors, as required to comply with this section for the purpose of inspection or audit anytime during normal business hours at the Contractor's place of business. This right to audit shall include the Contractor's subcontractors used to procure services under the contract with the County. Contractor shall ensure the County has these same rights with subcontractors and suppliers.

34. EMPLOYEES OF THE CONTRACTOR

All work under this contract shall be performed in a professional and skillful manner. The County may require, in writing, that the Contractor, remove from this contract any employee the County deems incompetent, careless, or otherwise objectionable.

35. TOBACCO FREE CAMPUS

All Orange County operations under the Board of County Commissioners shall be tobacco free. This policy shall apply to parking lots, parks, break areas and worksites. It is also applicable to Contractors and their personnel during contract performance on County owned property. Tobacco is defined as tobacco products including, but not limited to, cigars, cigarettes, e-cigarettes, pipes, chewing tobacco and snuff. Failure to abide by this policy may result in civil penalties levied under Chapter 386, Florida Statutes and/or contract enforcement remedies.

36. CONTRACT CLAIMS

"Claim" as used in this provision means a written demand or written assertion by one of the contracting parties seeking as a matter of right, the payment of a certain sum of money, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract.

Claims made by a Contractor against the County, relating to a particular contract shall be submitted to the Manager, Procurement Division in writing clearly labeled "Contract Claim" requesting a final decision. The Contractor also shall provide with the claim a certification as follows: "I certify that the claim is made in good faith; that the supporting data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the Contractor believes the County is liable; and that I am duly authorized to certify the claim on behalf of the Contractor."

Failure to document a claim in this manner shall render the claim null and void. No claim shall be accepted after final payment of the contract.

The decision of the Manager, Procurement Division shall be issued in writing and furnished to the Contractor. The decision shall state the reasons for the decision reached. The Manager, Procurement Division shall render the final decision within sixty (60) days after receipt of Contractor's written request for a final decision. The Manager, Procurement Division decision shall be final and conclusive.

The Contractor shall proceed diligently with performance of this contract pending final resolution of any request for relief, claim, appeal or action arising under the contract and shall comply with any final decision rendered by the Manager, Procurement Division.

37. VERIFICATION OF EMPLOYMENT STATUS

Prior to the employment of any person under this contract, the Contractor shall 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 contract term, and an express requirement that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. For more information on this process, please refer to United States Citizenship and Immigration Service site at:
<http://www.uscis.gov/portal/site/uscis>.

Only those employees determined eligible to work within the United States shall be employed under this contract.

By submission of a bid in response to this solicitation, the Contractor affirms that all employees in the above categories shall undergo e-verification before placement on this contract. The Contractor shall commit to comply with this requirement by completing the E-Verification certification, attached to this solicitation.

38. CONFIDENTIAL INFORMATION

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State or Federal Law, all proposers should be aware that Invitation for Bids and the responses thereto are in the public domain. Bidders must identify specifically any information contained in their response which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, **citing specifically the applicable exempting law**. If a Bidder fails to cite the applicable exempting law, we will treat the information as public.

39. FEDERAL REQUIREMENTS

In the event this Contract is paid in whole or in part from any federal government agency or source, the specific terms, regulations and requirements governing the disbursement of these funds shall be specified herein and become a part of this clause.

All Contracts in excess of one hundred thousand dollars (\$100,000) shall comply with all the requirements of Section 114 of the Clean Air Act (42 USC 7401 et seq.) as amended and Section 308 of the Federal Water Pollution Control Act (33 USC 1251 et seq.) as amended.

40. PUBLIC RECORDS COMPLIANCE

Orange County is a public agency subject to Chapter 119, Florida Statutes. The Contractor agrees to comply with Florida's Public Records Law. Specifically, the Contractor shall:

1. Keep and maintain public records required by Orange County to perform the service.
2. Upon request from Orange County's custodian of public records, provide Orange 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 in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from the 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 Orange County.
4. Upon completion of the contract, Contractor agrees to transfer at no cost to Orange County all public records in possession of the Contractor or keep and maintain public records required by Orange County to perform the service. If the Contractor transfers all public record to Orange County upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Orange County, upon request from Orange County's custodian of public records, in a format that is compatible with the information technology systems of Orange County.
5. A Contractor who fails to provide the public records to Orange County within a reasonable time may be subject to penalties under section 119.10, Florida Statutes.

6. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT :

**Procurement Public Records Liaison
400 E. South Street, 2nd Floor, Orlando, FL 32801
ProcurementRecords@ocfl.net, 407-836-5897**

SPECIAL TERMS AND CONDITIONS

1. **MANDATORY PRE-BID CONFERENCE** All interested parties are invited to attend a **Mandatory Pre-Bid Conference** on **Tuesday, January 16, 2018, 1:30 PM**, located at **Orange County Convention Center, 9899 International Dr. Orlando, FL 32819, Room South - 230H**. **Bidders who fail to attend the mandatory Pre-bid conference shall be ineligible to compete for the award of a contract under this solicitation. An area map, driving directions and Parking Pass are included at the back of the IFB document.**

At this time, the County's representative will be available to answer questions relative to this Invitation for Bids. Any suggested modifications may be presented in writing to, or discussed with, the County's representative(s) at this meeting and may be considered by said representative(s) as possible amendments to the Invitation for Bids.

2. **QUALIFICATION OF BIDDERS**

This bid shall be awarded to a responsible, responsive bidder, qualified by experience to provide the work specified. The Bidder shall submit the following information with the bid:

- A. List and brief description of work substantially similar in scope and magnitude satisfactorily completed with location, dates of contract, names, addresses, email addresses and telephone numbers of owners by completing the attached reference sheets.
- A minimum of five references are required, to include at least one reference demonstrating experience in large commercial facility interior and exterior window washing which is substantially similar to the scope herein.
 - **All** Documentation and references shall demonstrate a minimum of five (5) years of verifiable experience in providing janitorial service for large commercial buildings/complexes highlighting productivity, client satisfaction, and use of environmental best practices. An aggregate of small commercial facilities and office buildings shall not be considered as comparable.
- Large commercial buildings/complexes for the purposes of qualification shall be defined as **###** square foot or more.
- B. Provide a list of all certifications and training received by the management and staff from national associations such as the Building Services Contractors Association, the Building Owners and Managers Association, U.S. Green Building Council, APPA Leadership in Educational Facilities or the International Facility Management Association.
- C. List of equipment and facilities available to do the work.

- D. List the proposed managers, supervisors, and non-working supervisors by name and title including resumes and job description.
 - o Managers shall have a minimum of five (5) years of verifiable experience
 - o Supervisors shall have a minimum of three (3) years of verifiable experience working on comparable projects or janitorial contracts.
- F. Provide an organization chart and quality control plan to demonstrate that an adequate organizational structure and quality control plan is in place to ensure satisfactory service delivery.
- G. Provide a training plan that will be used to familiarize new employees with the maintenance requirements of the contract and the performance of janitorial

Failure to submit the above requested information may be cause for rejection of your bid.

The determination on whether a bidder is responsible or not shall be at the sole discretion of the County. Although the County may request the submission of a minimum number of contracts similar to the requirements of this solicitation with certain minimum dimensions, quantities, dollar values, etc., the County's determination of a bidder's responsibility shall not be solely based on the number of similar procurements the bidder provides but the entirety of the bidder's qualifications.

3. BID ACCEPTANCE PERIOD

A bid shall constitute an irrevocable offer for a period of ninety (90) days from the bid opening date or until the date of award. In the event that an award is not made by the County within ninety (90) days from the bid opening date, the Bidder may withdraw their bid or provide a written extension of their bid.

4. AWARD

Award shall be made on an all-or-none total estimated bid basis to the lowest responsive and responsible Bidder. If the Bidder fails to respond, they will be considered non-responsive.

5. POST AWARD MEETING

Within **fourteen** (14) days after receipt of notification of award of bid, Contractor shall meet with the County's representative(s) to discuss job procedures and scheduling.

6. PERFORMANCE

Timely performance is of the essence in the award of this Invitation for Bids. Performance shall be no later than **thirty (30)** calendar days from receipt of delivery order. Bids which fail to meet this requirement shall be rejected.

It is hereby understood and mutually agreed to by and between parties hereto that the time of performance is an essential condition of this contract.

Should the Contractor neglect, fail or refuse to provide the services within the time herein specified, then said Contractor does hereby agree as part of the consideration for the awarding of this contract, to pay Orange County the sum extended by the County to contract for like services approved by the Procurement Division for the period from the required scheduled commencement date until performance of services covered in the Invitation for Bids is completed.

The Contractor shall, within **two (2)** calendar days from the beginning of such delay, notify the Manager, Procurement Division in writing of the cause(s) of the delay.

7. TERMINATION

A. Termination for Default:

The County may, by written notice to the Contractor terminate this contract for default in whole or in part (delivery orders, if applicable) if the Contractor fails to:

1. Provide goods or services that comply with the specifications herein or fails to meet the County's performance standards
2. Deliver the goods or to perform the services within the time specified in this contract or any extension.
3. Make progress so as to endanger performance of this contract
4. Perform any of the other provisions of this contract.

Prior to termination for default, the County shall provide adequate written notice to the Contractor through the Manager, Procurement Division, affording the opportunity to cure the deficiencies or to submit a specific plan to resolve the deficiencies within ten (10) calendar days (or the period specified in the notice) after receipt of the notice. Failure to adequately cure the deficiency shall result in termination action. Such termination may also result in suspension or debarment of the Contractor in accordance with the County's Procurement Ordinance. The Contractor and its sureties (if any) shall be liable for any damage to the County resulting from the Contractor's default of the contract. This liability includes any increased costs incurred by the County in completing contract performance.

In the event of termination by the County for any cause, the Contractor shall have, in no event, any claim against the County for lost profits or compensation for lost opportunities. After a receipt of a Termination Notice and except as otherwise directed by the County the Contractor shall:

1. Stop work on the date and to the extent specified.
2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work
3. Transfer all work in process, completed work, and other materials related to the terminated work as directed by the County.
4. Continue and complete all parts of that work that have not been terminated.

If the Contractor's failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor the contract shall not be terminated for default. Examples of such causes include (1) acts of God or the public enemy, (2) acts of a government in its sovereign capacity, (3) fires, (4) floods, (5) epidemics, (6) strikes and (7) unusually severe weather.

B. Termination for Convenience:

The County, by written notice, may terminate this contract, in whole or in part, when it is in the County's interest. If this contract is terminated, the County shall be liable only for goods or services delivered and accepted. The County Notice of Termination shall provide the Contractor thirty (30) calendar days prior notice before it becomes effective. **A termination for convenience may apply to individual delivery orders, purchase orders or to the contract in its entirety.**

8. SAFETY REGULATIONS

Equipment shall meet all State and Federal safety regulations.

9. CODES AND REGULATIONS

The Contractor shall strictly comply with all Federal, State and local codes and regulations.

10. PAYMENT

Partial billing shall be accepted only for services rendered within the specified delivery period. Payments for services rendered after this specified delivery period shall be made after the entire order is completed and accepted by Orange County. Payment shall be made in accordance with Florida Statute 218, Local Government Prompt Payment Act. Payment for accepted services shall be accomplished by submission of an invoice, in duplicate, to:

Orange County Convention Center
Business Division
PO Box 691509
Orlando, FL 32869-1509
Email: **OCCL-AP@OCFL.NET**

In the event additional County Departments/Divisions or other public entities utilize this contract, invoices are to be sent directly to the Department or entity placing the order.

11. DEBRIS

Contractor shall be responsible for the prompt removal of all debris which is a result of this contractual service.

12. SAFETY AND PROTECTION OF PROPERTY

The Contractor shall at all times:

- A. Initiate, maintain and supervise all safety precautions and programs in connection with its services or performance of its operations under this contract.
- B. Take all reasonable precautions to prevent injury to employees, including County employees and all other persons affected by their operations.
- C. Take all reasonable precautions to prevent damage or loss to property of Orange County, or of other Contractors, consultants or agencies and shall be held responsible for replacing or repairing any such loss or damage.
- D. Comply with all ordinances, rules, regulations, standards and lawful orders from authority bearing on the safety of persons or property or their protection from damage, injury or loss. This includes but is not limited to:
 - o Occupational Safety and Health Act (OSHA)
 - o National Institute for Occupational Safety & Health (NIOSH)
 - o National Fire Protection Association (NFPA)
 - o American Society of Heating, Refrigeration & Air-Conditioning Engineers (ASHRAE)
- E. The Contractor shall also comply with the guidelines set forth in the Orange County Safety & Health Manual. The manual can be accessed online at the address listed below:

<http://www.orangecountyfl.net/VendorServices/OrangeCountySafetyandHealthManual.aspx>

13. INSURANCE REQUIREMENTS

Vendor/Contractor agrees to maintain on a primary basis and at its sole expense, at all times throughout the duration of this contract the following types of insurance coverage with limits and on forms (including endorsements) as described herein. These requirements, as well as the County's review or acceptance of insurance maintained by Vendor/Contractor is not intended to and shall not in any manner limit or qualify the liabilities assumed by Vendor/Contractor under this contract. Vendor/Contractor is required to maintain any coverage required by federal and state workers' compensation or financial responsibility laws including but not limited to Chapter 324 and 440, Florida Statutes, as may be amended from time to time.

The Vendor/Contractor shall require and ensure that each of its sub-Vendors/sub-Contractors providing services hereunder (if any) procures and maintains until the completion of their respective services, insurance of the types and to the limits specified herein.

Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VIII or better.

(Note: State licenses can be checked via www.floir.com/companysearch/ and A.M. Best Ratings are available at www.ambest.com)

Required Coverage:

- Commercial General Liability - The Vendor/Contractor shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than \$ 500,000 per occurrence. Vendor/Contractor further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds. The General Aggregate limit shall either apply separately to this contract or shall be at least twice the required occurrence limit.

Required Endorsements:

- Additional Insured- CG 20 26 or CG 20 10/CG 20 37 or their equivalents.
Note: CG 20 10 must be accompanied by CG 20 37 to include products/completed operations
- Waiver of Transfer of Rights of Recovery- CG 24 04 or its equivalent.
Note: If blanket endorsements are being submitted please include the entire endorsement and the applicable policy number.
- Business Automobile Liability - The Vendor/Contractor shall maintain coverage for all owned; non-owned and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than \$500,000 (five hundred thousand dollars) per accident. In the event the Vendor/Contractor does not own automobiles the Vendor/Contractor shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.
- Workers' Compensation - The Vendor/Contractor shall maintain coverage for its employees with statutory workers' compensation limits, and no less than \$100,000 each incident of bodily injury or disease for Employers' Liability. Elective exemptions as defined in Florida Statute 440 will be considered on a case-by-case basis. Any Vendor/Contractor using an employee leasing company shall complete the Leased Employee Affidavit.

Required Endorsements:

- Waiver of Subrogation- WC 00 03 13 or its equivalent

When a self-insured retention or deductible exceeds \$100,000 the COUNTY reserves the right to request a copy of Vendor/Contractor most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis the Vendor/Contractor agrees to maintain a retroactive date prior to or equal to the effective date of this contract. In the event the policy is canceled, non-renewed, switched to occurrence form, or any other event which triggers the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract the Vendor/Contractor agrees to purchase the SERP with a minimum reporting period of not less than two years. Purchase of the SERP shall not relieve the Vendor/Contractor of the obligation to provide replacement coverage.

By entering into this contract Vendor/Contractor agrees to provide a waiver of subrogation or a waiver of transfer of rights of recovery, in favor of the County for the workers' compensation and general liability policies as required herein. When required by the insurer or should a policy condition not permit the Vendor/Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Vendor/Contractor agrees to notify the insurer and request the policy be endorsed with a Waiver of Subrogation or a Waiver of Transfer of Rights of Recovery Against Others endorsement.

Prior to execution and commencement of any operations/services provided under this contract the Vendor/Contractor shall provide the COUNTY with current certificates of insurance evidencing all required coverage. In addition to the certificate(s) of insurance the Vendor/Contractor shall also provide endorsements for each policy as specified above. All specific policy endorsements shall be in the name of the Orange County Board of County Commissioners.

For continuing service contracts renewal certificates shall be submitted immediately upon request by either the COUNTY or the COUNTY's contracted certificate compliance management firm. The certificates shall clearly indicate that the Vendor/Contractor has obtained insurance of the type, amount and classification as required for strict compliance with this insurance section. Vendor/Contractor shall notify the COUNTY not less than thirty (30) business days (ten business days for non-payment of premium) of any material change in or cancellation/non-renewal of insurance coverage. The Vendor/Contractor shall provide evidence of replacement coverage to maintain compliance with the aforementioned insurance requirements to the COUNTY or its certificate management representative five (5) business days prior to the effective date of the replacement policy (ies).

The certificate holder shall read:

Orange County Board of County Commissioners
c/o Procurement Division
400 E. South Street, 2nd Floor
Orlando, Florida 32801

14. CONTRACT TERM/RENEWAL

- A. The contract resulting from this Invitation for Bids shall commence effective upon issuance of a term contract by the County and extend for a period of three (3) year(s). The contract may be renewed for two (2) additional one (1) year periods, upon mutual agreement of both parties. If any such renewal results in changes in the terms and conditions, such changes shall be reduced to writing as an amendment to this contract and such amendment shall be executed by both parties.
- B. The initiating County department(s) shall issue delivery/purchase orders against the term contract on an “as needed” basis.
- C. If the quantity of a unit priced item in this contract is an estimated quantity and the actual quantities ordered are more than 50% above the estimated quantity, the County shall enter into negotiations with the Contractor for a lower unit price which shall be incorporated into the contract. Failure of the Contractor to agree to a reduced unit price may result in the termination of the contract and re-solicitation of the requirement.
- D. Any order issued during the effective period of this contract, but not completed within that period, shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor’s and the County’s rights and obligations with respect to that order to the extent as if the order were completed during the contract performance period.

15. PRICING

The County requires a firm price for the entire contract period. Invoices shall be reviewed to confirm compliance with contract pricing. Failure to hold prices firm shall be grounds for immediate termination of the contract.

16. PRICE ESCALATION/DE-ESCALATION (CPI)

The County may allow a price escalation provision within this award.

The original contract prices shall be firm for the entirety of the initial (3 year) contract period. A price escalation/de-escalation will be considered at the time of contract renewal and at 1-year intervals thereafter, provided the Contractor notifies the County, in writing, of the pending price escalation/de-escalation a minimum of sixty (60) days prior to the contract renewal date. Price adjustments shall be based on the latest version of the Consumers Price Index (CPI-U) for All Urban Consumers, All Items, U.S. City Average, non-seasonal, as published by the U.S. Department of Labor, Bureau of Labor Statistics. This information is available at www.bls.gov.

Price adjustment shall be calculated by applying the simple percentage model to the CPI data. This method is defined as subtracting the base period index value (at the time of initial award) from the index value at time of calculation (latest version of the CPI published as of the date of request for price adjustment), divided by the base period index value to identify percentage of change, then multiplying the percentage of change by 100 to identify the percentage change. Formula is as follows:

Current Index – Base Index / Base Index = % of Change

% of Change x 100 = **Percentage Change**

CPI-U Calculation Example:

CPI for current period	232.945
Less CPI for base period	229.815
Equals index point change	3.130
Divided by base period CPI	229.815
Equals	0.0136
Result multiplied by 100	0.0136 x 100
Equals percent change	1.4%

A price increase may be requested only at each time interval specified above, using the methodology outlined in this section. To request a price increase, Contractor shall submit a letter stating the percentage amount of the requested increase and adjusted price to the Orange County Procurement Division. The letter shall include the complete calculation utilizing the formula above, and a copy of the CPI-U index table used in the calculation. The maximum allowable increase shall not exceed 4%, unless authorized by the Manager, Procurement Division. If approved, the price adjustment shall become effective on the contract renewal date. All price adjustments must be accepted by the Manager, Procurement Division and shall be memorialized by written amendment to this contract. No retroactive contract price adjustments will be allowed.

Should the CPI-U for All Urban Consumers, All Items, U.S City Average, as published by the U.S. Department of Labor, Bureau of Labor Statistics decrease during the term of the contract, or any renewals, the Contractor shall notify the Orange County Procurement Division of price decreases in the method outlined above. If approved, the price adjustment shall become effective on the contract renewal date. If the Contractor fails to pass the decrease on to the County, the County reserves the right to place the Contractor in default, cancel the award, and remove the Contractor from the County Vendor List for a period of time deemed suitable by the County. In the event of this occurrence, the County further reserves the right to utilize any options as stated herein.

17. BID PREFERENCE

In accordance with the Minority Women Owned Business Enterprise (MWBE) Ordinance, award of a contract resulting from this Invitation for Bids may be made to the lowest responsive and responsible Orange County certified MWBE bidder provided that the bid does not exceed the overall lowest responsive and responsible bidder by the following percentages for the bid amounts listed:

- A. 8% - Bids Up To \$100,000**
- B. 7% - Bids Greater Than \$100,000 to \$500,000**
- C. 6% - Bids Greater Than \$500,000 to \$750,000**

- D. 5% - Bids Greater Than \$750,000 to \$2,000,000
- E. 4% - Bids Greater Than \$2,000,000 to \$5,000,000
- F. 3% - Bids Greater Than \$5,000,000

In accordance with the Registered Service Disabled Veteran Business Ordinance, award of a contract resulting from this Invitation for Bids may be made to the lowest responsive and responsible registered prime Service Disabled Veteran bidder provided that the bid does not exceed the overall lowest responsive and responsible bidder by the following percentages for the bid amounts listed:

- A. 8% - Bids Up To \$100,000
- B. 7% - Bids Greater Than \$100,000 to \$500,000
- C. 6% - Bids Greater Than \$500,000 to \$750,000
- D. 5% - Bids Greater Than \$750,000 to \$2,000,000
- E. 4% - Bids Greater Than \$2,000,000 to \$5,000,000
- F. 3% - Bids Greater Than \$5,000,000

In the event of a tie between an M/WBE and a registered prime SDV with all else being equal, the award shall be made to the firm with the lowest business net worth.

18. METHOD OF ORDERING

The County shall issue Delivery Orders against the contract on an as needed basis for the goods or services listed on the Bid Response Form.

19. CHANGES - SERVICE CONTRACTS

The County may at any time by issuance of an executed change order make changes within the general scope of the contract in any of the following areas:

- A. Description of services to be performed.
- B. Time of Performance (i.e., hours of the day, days of the week, etc.).
- C. Place of performance of the services.

If additional work or other changes are required in the areas described above, a price proposal shall be required from the Contractor. Upon negotiation of the proposal, execution and receipt of the change order, the Contractor shall commence performance of the work as specified.

The Contractor shall not commence the performance of additional work or other changes not covered by this contract without an executed change order issued by the Purchasing and Contracts Division. If the Contractor performs additional work beyond the specific requirements of this contract without an executed change order, it shall be at his/her own risk. The County assumes no responsibility for any additional costs for work not specifically authorized by an executed change order.

20. ATTACHMENTS

The following attachment(s) is/are attached to, and made a part of this Invitation for Bids:

- A. Attachment A – Orange County Convention Center West Building
- B. Attachment B – Orange County Convention Center North/South Building
- C. Attachment C – Orange County Convention Center Frequency Chart for Routine Work Tasks
- D. Attachment D – Bridges and Orange TV
- E. Attachment E – Orange County Convention Center Restroom Fixtures
- F. Attachment F – Orange County Convention Center Elevators/Escalators/Moving Sidewalks
- G. Attachment G – Pictures
- H. Attachment H – Green Definitions and References
- I. Attachment I – Banned Chemicals

SPECIFICATIONS AND PERFORMANCE STANDARDS

1. SCOPE OF SERVICES

- A. The intent and purpose of this Invitation for Bids is to establish a term contract to provide seven (7) day per week custodial services including exterior and interior window washing for the Orange County Convention Center, herein after referred to as OCCC. OCCC has two buildings totaling 6.9 million gross square feet. The Contractor shall be responsible for cleaning approximately 900,000 square feet at the West Building and approximately 320,000 square feet at the North/South Building. The approximate percentages of floor types, by building are as follows:

<u>Floor Type</u>	<u>West Building</u>	<u>North/South Building</u>
Carpet	67.5%	88%
Terrazzo	13.7%	0%
Porcelain/Ceramic Tile	13.3%	11%
Miscellaneous*	5.5%	1%

*Includes concrete, vinyl tile, Chattahoochee Stone.

- B. All work in the West and North/South Buildings shall be performed on a night shift basis, hours to be determined by event schedule, but generally after 9:30 P.M. and, prior to 6:30A.M. Contractor shall accompany OCCC representative on daily inspections for the West and North/South Buildings, generally between 2:00 A.M. and 5:00 A.M. Janitorial services for Orange TV facilities, Attachment B3 - *Orange TV*, located at OCCC shall be performed during the day, generally from 8:00 AM and 10:30 AM, per Attachment C - *Frequency Chart for Routine Work Tasks*. Orange TV project work such as periodic deep cleaning of carpet and/or scrubbing/stripping of hard surface floors is to be arranged between Orange TV and the Contractor. The Contractor shall accompany the OCCC representative on a monthly basis or more frequently, at a time to be determined by OCCC, between 7:30 A.M. and 5:00 P.M. Any discrepancies found shall be corrected as directed by OCCC staff per the Remedies for Non-Performance of Services.
- C. The Contractor shall provide all labor, supervision, tools, equipment, materials and supplies unless specifically excepted herein, required and/or implied for complete and satisfactory performance of the services specified herein.
- D. The Contractor shall support OCCC in its environmental health and sustainability initiatives. OCCC strives for high performance green cleaning services to reduce exposure of clients and personnel to potentially hazardous chemicals, biological and particulate contaminants, which negatively affect air quality, human health, building finishes, systems, and the environment. The facility has achieved ISO 14001 Certification for its Environmental Management System (EMS) and is LEED certified for Existing Buildings Certification for Operations and Maintenance for the North/South Building at the OCCC.

- E. All work shall be quality work performed according to the standards herein, and to the complete satisfaction of OCCC. All work shall be the level of quality typical in a Class A office building or a 4-Star hotel. The Contractor shall provide sufficient staffing for the satisfactory performance of this work at the frequencies and within the time frames specified. The Contractor shall establish and follow a quality control program for the purpose of identifying and correcting deficiencies in the quality of services performed before the level of service becomes unacceptable to OCCC. All documentation used for the quality control program shall be made available for review by OCCC upon request.
- F. Contractor shall provide, in spreadsheet format, a quality control inspection tool depicting the nightly inspected areas of the building after work is completed. The spreadsheet shall list areas such as “public concourses 100%, terrazzo floors 100%, and minimum sampling of restrooms 25% nightly of total building restrooms”. Restroom samplings are subject to increase based on building activity, Contractor’s performance and direction by OCCC representative.

The spreadsheet shall have specific tasks listed per area that will be inspected nightly. The Contractor inspector shall be a person that does not do the daily cleaning. The spreadsheet shall include signature approval by the Contractor inspector and Contractor management nightly. The spreadsheet will be approved by the OCCC representative.

For quality control inspections of the annually scheduled periodic work, a spreadsheet shall be submitted by the Contractor to the OCCC representative identifying the date(s) in which the periodic tasks were, or are scheduled to be, accomplished. This tool will be used for verification by the OCCC representative upon completion of task(s) verify work is done according to contract standards.

2. WEST BUILDING AND NORTH/SOUTH BUILDING “ZONES”

The OCCC consists of two major facilities separated by International Drive and the Oversight Bridge. These facilities are called the West Building and the North/South Building. The West Building is subdivided into five (5) zones, for cleaning purposes. The North/South Building is subdivided into two (2) zones. These zones are shown in Attachment A – *West Building* and Attachment B – *North/South Building*. There are also three (3) other bridges that connect OCCC to the Rosen Centre (Gary Sain Memorial Bridge), Rosen Plaza, and Hyatt Regency Orlando (Hyatt Skywalk Bridge).

3. RESTROOM CLEANING

Restrooms shall be cleaned daily per the routine work tasks and performance standards for restroom cleaning as specified in Section 24 below. For bid proposal purpose, bidders will utilize the information in Attachment C – *Frequency Chart for Routine Work Tasks* to calculate their price for restroom cleaning and Attachment E – *Restroom Fixtures and Square Footage By Zones*.

4. OCCC REPRESENTATIVE/CONTRACT INSPECTORS

OCCC employees shall be designated as the OCCC representatives who shall act on behalf of the County with respect to this contract. The OCCC representative may designate other (one or more) OCCC employees as Contract Inspectors to monitor and inspect the performance and progress of the services provided under this contract. The provisions of this contract shall not be altered, waived or revoked by the Contract Inspector(s). Any failure of the Contractor to comply with the provisions of this contract may be called to the attention of the Contractor by the Contract Inspector(s). The Contract Inspector(s) shall in no instance have the authority to act as Foreman or supervise the Contractor and shall not interfere with the Contractor in the supervision or direction of the employees of the Contractor. Any advice provided to the Contractor by the Contract Inspector(s) shall in no way be construed as binding upon the County, or release the Contractor from fulfilling the provisions of the contract.

The County designated Contract Inspector(s) shall inform the Contractor's Supervisor of any and all problems found during his/her inspection(s) of the OCCC. The Contract Inspector(s) shall at no time give any directions or suggestions to an employee of the Contractor.

5. PERSONNEL

- A. All personnel used by the Contractor for performance of this work shall be properly trained and qualified to perform custodial services of the type and scope as described herein. The Contractor shall provide evidence of qualifications for any personnel performing work under this contract upon request by OCCC. OCCC reserves the right to demand removal of any personnel deemed by OCCC to be unqualified, disorderly or otherwise unable to perform assigned work.
- B. At a minimum, custodial contractor training program should be designed to improve productivity, ensure safety, and provide workforce stability. All employees, including full time, part-time and on-call personnel, shall receive training upon hiring and then one time per year. This training shall be based on the importance and necessity of strict compliance with all quality control, safety, and security policies and procedures. Contractor shall keep a clean record log of training activities and present an overview of training methods, topics, and procedures. The Contractor shall submit an annual training plan to the OCCC designee for review.
- C. All custodial personnel shall be employees and adequately supervised by one or more designated supervisors qualified and trained in directing custodial services of the type and scope as described herein. The designated supervisor shall be available at all times while the work is in progress to receive notices, reports or requests from OCCC.
- D. The Contractor shall provide a Level 1 (5 years) background check for its employees or sub-contractors' employees working at OCCC more:

- 1) Identification Verification
- 2) Selective Service Status (registered/unregistered)
- 3) FDLE Automated Criminal Record
- 4) Clerk of Courts by County of Residence
- 5) Employment Verification
- 6) DMB by State of Residence
- 7) Military service Verification
- 8) Professional License & Certification Check

Drug Screen – Five Panel

Amphetamines
Cocaine Metabolites
Marijuana Metabolites
Opiate Metabolites
Phencyclidine

After the County's review of the background check and drug screen, information shall be retained by the Contractor.

The Contractor shall provide Level 1 background check each year for the employees or sub-contractor's employees.

- E. The Contractor shall supply OCCC with a list of all custodial personnel used for the performance of this work and shall keep the list updated at all times.

6. KEY CONTROL, BUILDING ACCESS, RADIO CHECK-OUT PROCEDURE

The Contractor shall adequately secure the keys, key cards, other entry devices and codes provided by the County. The Contractor shall maintain a record of the keys and shall not duplicate keys. Any such item which becomes lost, missing or stolen shall be immediately reported to the County's Representative. The cost of replacing keys and/or changing locks will be deducted from the Contractor's monthly invoice

7. CONSERVATION PRACTICES

The Contractor shall comply with all energy conservation practices of the County. The Contractor shall not change thermostat settings at any time. The Contractor shall turn off all lighting when exiting each area of the building. All doors shall be closed and locked, all lights turned out when cleaning is complete. Any County equipment issues shall be reported to OCCC in the communication log book.

8. REPAIR CALLS

The Contractor shall promptly notify the OCCC representative or designee, in writing (note in nightly log book), of needed repairs and/or damages to soap, paper towel and the restroom dispensers, as well as other damaged or malfunctioning fixtures and building appurtenances which are observed during the performance of services.

9. PARKING

The OCCC shall identify locations where parking for the vehicles of the employees of the Contractor is available. The loading dock area is to be used for unloading and loading of equipment and materials only.

10. SCAVENGING

The Contractor shall develop, implement and maintain adequate procedures to ensure that no contract employee(s) scavenge any items from the OCCC or properties, including trash dumpsters.

11. SECURITY AND IDENTIFICATION

- A. The Contractor shall take all measures necessary to comply and to ensure employees of the Contractor comply with security rules and regulations of the OCCC and all Federal, State and local rules, ordinances laws and regulations.
- B. Contractor employees shall not use controlled substances, unless prescribed, nor illegal substances, and shall not use alcohol on OCCC premises. The Convention Center Security Section will demand anyone suspected of working under the influence of alcohol or controlled substance be removed from the work place.
- C. The County shall have the right to request any additional investigative background information including, but not limited to, the employment record of any personnel assigned to perform the services.
- D. The Contractor shall remove from service on the premises of the County any employee of the Contractor who, in the opinion of the County is not performing the services in a proper manner, or who is incompetent, disorderly, abusive, dangerous or disruptive or does not comply with the rules and regulations of Orange County and the OCCC. Such removal shall in no way be interpreted or require dismissal or other disciplinary action of employee by Contractor.
- E. The Contractor shall ensure that lost, or apparently lost articles, that are found by Contractor employees are turned in immediately to the OCCC Security Department.
- F. Upon termination or transfer of any employee of the Contractor, the Contractor shall immediately notify the OCCC representative in writing of such termination or transfer.
- G. The Contractor shall prevent any of its employees from opening, tampering with, using or moving any item of equipment, such as radios, calculators, computers, telephones, storage container, desks, etc., or entering into any area unless required in the performance of the services.

- H. The Contractor shall establish, implement and maintain procedures and controls to ensure each employee of the Contractor complies with all applicable provisions of the contract and all site rules and practices of the OCCC. The Contractor shall be responsible to designate a County-approved emergency assembly area for all Contractor employees.

12. OFFICE SPACE

OCCC will provide approximately one hundred twenty (120) square feet of air-conditioned office space in the West Building and approximately the same amount of similar space in the North/South Building. It is the Contractor's responsibility to provide appropriate office furniture, carpeting and other needed furnishings. The Contractor shall have a computer on-site. The Contractor shall secure and be responsible for the costs related to any needed telephone services and data services through the OCCC exclusive provider.

13. SOLICITING

The Contractor shall establish, implement and maintain procedures and controls adequate to prevent its employees from providing any services other than that which is defined in the contract. No employee of the Contractor shall solicit or accept any gratuities in the OCCC.

14. STORAGE SPACE

- A. The OCCC shall provide storage space and common building utilities to be used in the performance of the services defined herein.
- B. The Contractor shall store its supplies, materials and equipment only in storage spaces designated by the OCCC representative.
- C. The Contractor shall keep storage areas safe, clean and orderly at all times.
- D. Off-site staging of supplies and inventories are the responsibility of the Contractor.
- E. Safety cabinets shall be used for all flammable chemicals. All chemicals shall be stored in the OCCC provided storage space

15. SUPERVISION

- A. The Contractor shall provide an adequate number of trained personnel and supervision to satisfy this contract.
- B. The OCCC representative may request the Contractor to remove any supervisor if services received are not satisfactory.
- C. Each supervisor shall participate in joint inspections, conducted by the Contractor and the OCCC representative, of all assigned areas each week. The OCCC representative shall ensure that the Contractor is

provided a copy of all such inspections prior to the end of the work week during which the inspection was conducted. The overall objective of the inspection shall be to ensure contract compliance and to provide information on performance, OCCC priorities and expectations

- D. The Contractor or supervisor shall provide regular training of Contractor employees in the use of equipment, janitorial and maintenance procedures in compliance with industry standards set by Building Services Contractors Association International (BSCAI) as well as OCCC Environmental Policy, ISO 14001 EMS and Green Cleaning Program and LEED requirements.
- E. The supervisor shall ensure that all employees are properly uniformed, badged and identified and conduct themselves professionally at all times.
- F. The Contractor or supervisor shall provide all support documentation to the OCCC representative on a regular basis.
- G. The supervisor shall provide a local telephone number for twenty-four (24)-hours, seven (7)-days a week contact with the OCCC representative.
- H. Contractor shall provide corporate management personnel to monitor and direct all site activity to ensure quality performance.

16. UNIFORMS AND ID BADGES

- A. The Contractor shall ensure all of its employees and any sub-contractor employees are clean, neat and appropriately attired with approved uniforms and appropriate shoes during the performance of the services.
- B. Uniforms shall consist of a shirt or blouse and long pants or a dress/skirt. The shirt or blouse will have the Contractor's name printed on the shirt or blouse. No advertising and/or slogans will be printed on uniforms.
- C. The Contractor shall submit samples of the uniforms to the OCCC representative for approval prior to beginning the services.

17. SAFETY AND HEALTH

The Contractor shall maintain an adequate safety program to ensure the safety of contract employees. The Contractor shall provide OCCC with a written safety program they intend to follow in pursuing work under this contract.

- A. The Contractor shall take every precaution at all times for protection of persons and property, including OCCC employees and property and its own.
- B. The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work performed under this contract.

- C. The Contractor shall continuously maintain adequate protection of all work from damage and shall protect OCCC's personnel and property from injury or loss arising in connection with this contract. The Contractor shall be responsible for any such damage, injury or loss.
- D. Contractor shall use only low/non-volatile organic compounds (VOC) cleaning products to protect vulnerable building occupants, such as pregnant women, children, asthmatics, the elderly, individuals with allergies, and environmental services staff. Contractor shall review the California Code of Regulations maximum allowable VOC levels to ensure compliance

18. CHEMICALS

- A. A list of chemicals to be used on this project shall be submitted to the OCCC representative prior to commencement of contract activities and at any time that different types of products are introduced during the contract term.
- B. The Contractor shall provide the OCCC representative with a copy of a Safety Data Sheet (SDS), as required by the Occupational Safety Health Administration (O.S.H.A.), for each type and brand of chemical used in the performance of the services. The Contractor shall maintain a separate file with duplicate copies of the form(s) for each chemical used in the performance of the services. The SDS of each product used during the contract period must be kept on file inclusive of those that may no longer be used. Before a new chemical is brought onto the work site, a copy of an SDS is to be submitted to the OCCC representative for approval.
- C. All chemicals shall be purchased, brought on-site and **stocked in closets or in the flammable cabinets in their original containers** by the Contractor. All solution bottles and spray bottles shall be safety containers which are safe for handling and their intended use, and shall be properly labeled.
- D. Containers
 - 1) All containers containing delicate or fragile items shall be marked to clearly identify this condition. These markings shall be placed on not less than one side or end of the container.
 - 2) Materials that require precautionary warnings shall have affixed to all containers such labels or markings as prescribed and approved by law, regulatory agency or this contract. The marking or labeling of material containing hazardous or toxic materials, substances or wastes shall be in accordance with all Federal, State and Local laws, ordinances, rules and regulations.
 - 3) All chemical containers shall bear the original manufacturer's label to include the name and address of the manufacturer, instructions for use and any pertinent warnings and safety instructions. All

chemical containers shall have the manufacturer's quality control batch numbers included on cases or containers. The Contractor shall develop and implement procedures to ensure its employees use chemicals in accordance with the instructions of the chemical manufacturers.

- 4) All solution bottles and spray bottles shall be labeled with a label provided by its manufacturer or with a photocopy of the label from the chemical container.

E. Chemicals

- 1) Contractor shall maximize the use of low VOC and environmentally preferred chemicals in order to attain an eighty percent (80%) target goal of compliant products based on annual cost. Products include, but are not limited to, bio-enzymatic cleaners, hard-floor cleaners, strippers and finishes, carpet cleaners, general-purpose cleaners, specialty cleaners, odor control and disinfectants. Contractor shall track the percentage of products that meets the criteria, based on cost, with a minimum target of eighty percent (80%). See Attachment H - *Green Definitions and References*.
- 2) Chemicals shall meet one or more of the following standards for the appropriate category: Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaner use for industrial and institutional purposes; Environmental Choice CCD-110, for cleaning and degreasing compounds; Environmental Choice CCD-146, for hard-surface cleaners; Environmental Choice CCD-148, for carpet and upholstery care.
- 3) Disinfectants, metal polish, floor finishes, strippers or other products not addressed by the above standards shall meet one (1) or more of the following standards for the appropriate category:
 - Green Seal GS-40, for industrial and institutional floor care products.
 - Environmental Choice CCD-112, for digestion additives for cleaning and odor control.
 - Environmental Choice CCD-113, for drain or grease traps additives.
 - Environmental Choice CCD-115, for odor control additives.
 - Environmental Choice CCD-147, for hard floor care.

California Code of Regulations maximum allowable VOC levels for the specific product category.

- 4) No ammonia, laundry bleach, powdered cleanser or any other type of chemical not included on the List of Chemicals, shall be used in the performance of the services herein without the written permission of the OCCC representative.

- 5) At no time shall the Contractor use any of the chemicals or like chemicals listed on Attachment J – *Banned Chemicals* within or on OCCC property.
- F. The Contractor shall follow the instructions of the chemical manufacturers in every instance.
- G. The Contractor shall verify that all floor finishes, seals, spray buff solutions and other such chemicals applied to non-carpeted floors, provide adequate protection against slippery floors and are ASTM approved. The Contractor shall immediately report any observed instances of slippery or slick floors to the OCCC representative.
- H. The Contractor shall use a germicidal detergent that bears the Environmental Protection Agency Registration number.
- I. Floor finish, floor finish remover, floor seal, spray buff solution, detergent and seals shall always be compatible and/or be by the same manufacturer.

19. TOOLS, EQUIPMENT AND SUPPLIES

The Contractor shall furnish all tools, equipment and supplies necessary to properly perform the services defined herein. Only high quality, industrial and/or commercial type tools and equipment shall be used.

- A. All equipment used in the performance of contract work on County property shall be properly maintained in order to protect the operator and the public. All equipment is subject to inspection by the OCCC representative. Any equipment deemed inoperable, unsafe or improper for considered use shall be removed from premises. When cleaning equipment replacement is necessary, acquisition dates and supporting documentation shall be retained to demonstrate that all newly acquired equipment complies with the specifications in Section 19, Paragraph F below.
- B. The County reserves the right to refuse the use of or direct discontinuance of the use of any tools or equipment it deems ineffective or harmful to surfaces and fixtures. The cost of any damage caused by defective or inferior tools and equipment will be deducted from the Contractor's monthly invoice.
- C. The Contractor shall maintain a complete set of specifications and operating instructions for each type, brand and model of equipment, tool and item of supply used in the performance of the work. Upon request, Contractor shall provide maintenance and repair logs if any powered equipment being serviced.
- D. The Contractor shall ensure that all tools, equipment and supplies used by its employees shall be used in accordance with the manufacturer's instructions and good safety practices.

- E. The Contractor shall have a representative on site when “on site” repairs to the Contractor’s equipment are needed OR when the Contractor’s equipment is being removed from the OCCC for repairs. The OCCC shall not sign for repairs or removal of equipment.
- F. All tools, equipment and supplies used by the Contractor in the performance of the services shall meet all applicable safety requirements. All electrical equipment must operate at full rated performance levels using existing building electrical circuits.
- G. The Contractor shall develop and implement adequate procedures and controls to ensure that all tools, equipment and supplies remain at all times in good, clean condition.
- H. All equipment and tools shall have non-marking wheels/tires, adequate bumpers and guards to prevent marking or scratching of fixtures, furnishings or building surfaces.
- I. The Contractor shall label the storage locations on shelves in each custodial closet for chemicals, small tools and supplies. Storage space and location(s) shall be limited only to those areas designated by the OCCC representative.
- J. OCCC will provide dispensers for tissue paper, paper towels, toilet seat covers, feminine napkins and hand soap. OCCC shall furnish toilet paper, paper towels, toilet seat covers, plastic liners, liquid hand soap, and sanitary napkin disposal bags. All of these items are to be checked nightly and replenished. All other tools, equipment and cleaning supplies shall be purchased and supplied by the Contractor. Contractor shall have a representative to receive Contractor ordered supplies. The OCCC representative shall not sign for deliveries ordered by and for the Contractor.
- K. To prevent spills and over mixing, the Contractor shall maintain concentrates and dilution systems assuring they are used according to the procedures below to minimize risk to staff and occupants, and to conserve resources.

The Contractor shall provide a list of chemicals requiring the use of a dilution system. Dilution system specifications and manufacturer’s information shall be submitted to OCCC prior to use.

The Contractor shall establish standard operating procedures and conduct appropriate and complete training for Contractor staff that utilize dilution systems including, but not limited to, classroom training, on-the-job training, supervised practice, evaluation and follow-up.

The Contractor shall conduct monthly inspections of dilution systems as well as random inspections, for appropriate functionality, amounts and volumes. Documented results of the inspections shall be made available to OCCC upon request.

Emergency Procedures: Standard Operating Procedures and guidance for accidental spills, leaks, and other mishaps can be found in the OCCC EMS: Spill Response Work Instruction, ISO Ref # 4.4.7 (or most current ISO Reference number). SDS will also cover emergency procedures.

Spent Water Disposal: Standard Operating Procedures and restrictions for spent water disposal can be found in the OCCC EMS Spent Water Disposal Operations ISO Ref # 4.4.6 (or most current ISO Reference Number).

Green Cleaning, Sustainable Cleaning Equipment: Vacuum cleaners are certified by the Carpet and Rug Institute “Green Label” Testing Program for vacuum cleaners and operate with a sound level of less than 70dBA.

- Carpet extraction equipment used for restorative deep cleaning is certified by the Carpet and Rug Institute’s
- “Seal of Approval” Testing Program for deep-cleaning extractors.
- Powered floor maintenance equipment, including electric and battery-powered floor buffers and burnishes, is equipped with vacuums, guards and/or other devices for capturing fine particulates and operates with a sound level of less than 70dBA.
- Automated scrubbing machines are equipped with variable-speed feed pumps and on-board chemical metering to optimize the use of cleaning fluids. Alternatively, the scrubbing machines use only tap water with no added cleaning products.
- Battery-powered equipment is equipped with environmentally preferable gel batteries.
- Powered equipment is ergonomically designed to minimize vibration, noise and user fatigue.
- Equipment is designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.
- Keep a log for all powered cleaning equipment to document the date of equipment purchase, equipment hours used and locations used, all repair and maintenance activities and include vendor specification sheets for each type of equipment in use.

20. RELIEF FOR ABSENTEEISM AND VACATION

The Contractor shall provide relief personnel as necessary and work over-time as necessary at no cost to the County to ensure that the routine work and project work are performed as required.

21. CONTRACTOR ACCESSIBILITY

The Contractor shall return all telephone calls by the OCCC representative within one hour. **The Contractor shall be accessible by cell phone twenty-four (24) hours per day, three hundred sixty-five (365) days per year.**

22. FEDERAL/ADA REQUIREMENTS

The Contractor shall comply with all federally mandated requirements, including compliance with ADA requirements.

23. WORK SITE CONDITION

Unless specifically directed otherwise by OCCC, the Contractor shall perform the work under this contract in such a manner as not to interrupt or interfere with the operation of any existing building or event activity.

24. ROUTINE WORK TASKS/PERFORMANCE STANDARDS

A. Clean and Disinfect Drinking Fountains

The Contractor shall use spray bottles of germicidal detergent solution, sponges, clean cloths, scrub pads and cream cleanser to remove all soil, streaks, smudges etc., from drinking fountains and cabinets; then, disinfect all porcelain and polished metal surfaces including the orifices and drain.

B. Clean and Disinfect Fixtures and Surfaces

The Contractor shall use spray bottles or pump-up sprayers, to apply germicidal detergent solution to all surfaces of washbasins, toilets, urinals, showers and adjacent surfaces. The Contractor shall use clean cloth or sponges (except inside toilet bowls and urinals where the Contractor shall use bowl mops) to remove soil from all surfaces of these fixtures and adjacent surfaces. The Contractor shall use cream cleansers and scrub pads to remove soil not removed by the sponges or cloths and germicidal detergent solution. The Contractor shall use dry cloths to dry metal surfaces of faucets, handles, valves, etc and leaving the fixtures spot and streak free. The cloths and sponges used in cleaning and disinfecting toilets, urinals and other surfaces contaminated with urine or feces shall be color readily distinguishable from cloths and sponges used on other surfaces and fixtures. The Contractor shall use a plumbing plunger to unstop clogged toilets. The Contractor shall use sponges, damp cloth, squeegees and germicidal detergent solution from spray bottles or pump up sprayers to damp wipe and disinfect all surfaces of walls, partitions, doors, appliances, etc.

C. De-scale Toilets and Urinals

The Contractor shall use nonacid-type bowl cleaners and nylon bowl mops to remove scale, scum, mineral deposits, rust stain, etc., from the insides of toilet bowls, urinals and behind toilet bowls/floors/walls. Finished fixtures should be spot and streak free.

D. Refill Dispensers

The Contractor shall check and refill each toilet paper dispenser, hand soap dispenser, paper towel dispenser, disposal boxes, disposable toilet seat cover dispenser, etc., in accordance with the directions of the supplier and dispenser manufacturer. The Contractor shall wipe surfaces adjacent to hand soap dispensers to remove spillage and leakage and paper dispensers shall be free of dust and prints.

E. Polish Stainless Steel, Chrome and Brass

The Contractor shall polish stainless steel, chrome and brass surfaces with appropriate polishes and a soft cloth. The Contractor shall use clean cloths, glass cleaner, detergent and degreaser to remove smudges, fingerprints, marks, streaks, tape, etc., that polish cannot remove. Contractor must protect any surfaces brass, stainless steel and chrome maybe adhered to. There shall be no residual polish left behind on surfaces.

F. Dust Furniture and Building Surfaces

The Contractor shall use dusting tools, treated dust cloths or vacuum cleaners with dusting attachments to remove all dust, lint, litter, dry soil, etc., from the surfaces of chairs, telephones, lamps, tables, counter, cabinets, shelves, ledges, heater convectors, sills, blinds, ceiling fans, hand rails and other types of furniture and or building fixtures. The Contractor shall dust up to a height of ten (10) feet from the floor surface. Typewriters, calculators, computers, staplers and other similar desk items are not to be disturbed. Only barren surfaces should be dusted, assuring nothing belonging to the desk occupant is disturbed.

G. Overhead Dusting

The Contractor shall remove all dust, spider webs, 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, grills, light fixtures, pipes, sprinkler heads, cables, ledges, walls, ceiling (up to twenty (20) feet from the floor), vents, flower boxes, etc. The Contractor shall accomplish high dusting by using treated dust cloths, treated dusting tools, damp sponges and tank vacuums with crevice tools, brush and wall attachments.

H. Litter

The Contractor shall remove unsightly soil and litter from all areas. If the litter cannot be removed by hand, the Contractor shall use a carpet vacuum on carpeted surfaces or broom or dust mop and damp mop on non-carpeted floors.

I. Empty Trash Receptacles

The Contractor shall empty and return to their appropriate location all wastebaskets, and other trash containers. The Contractor shall remove all litter, cans, papers and other containers marked "TRASH", any and all containers regardless of their location, including office and building recycle containers and recyclable materials disposed of in the proper locations. Boxes not clearly marked "TRASH", shall not be removed. Recyclables consist of wood, metal, plastic bottles, boxes, and white paper. The Contractor shall dispose of all collected trash to containers, compactors or area(s) on the site or within the building as designated by the OCCC representative.

The Contractor shall replace only used/wet trash receptacle liners daily with a new trash receptacle liner. The Contractor shall replace the liner in such a manner as to present a neat uniform appearance. Liner should be tucked in, with no liner visible on the outside of trash receptacle, if equipped with rigid liner.

The Contractor shall use damp cloths, sponges and a detergent solution or cream cleanser and scrub pads to remove non-permanent stains and soil from the interior and exterior of trash receptacles daily.

J. Spot Clean Furniture and Building Surfaces & Glass

The Contractor shall use clean damp cloths, sponges, scrub pads, spray bottles of detergent solution, glass cleaner, or cream cleanser to remove smudges, fingerprints, marks, streaks, tape, etc., from the surfaces of ledges, windows, partition glass, window sills and blinds, fire extinguisher, walls doors, door frames, thresholds and sills, pictures, partitions, rails and other types of fixtures surfaces up to ten (10) feet from the floor surface. (The Contractor shall perform spot cleaning up to a height of ten (10) feet from the floor surfaces at the interior and exterior of the exterior entry areas.

Smudges, finger prints, streaks, marks, and tape shall be removed from surfaces of chairs and chair rungs, cleared surfaces of desks, tables, counters, shelves and other types of furniture which are not considered to be building surfaces or building fixtures. Typewriter, calculators, computers, staplers, and other similar desk items are not to be disturbed.

The Contractor shall use solution/glass cleaner, clean cloths, squeegees, etc. to remove spots, spills and obvious soils from all interior and exterior glass on both sides which is accessible from the floor or ground level up to ten (10) feet above. This includes both sides of the glass at entrances, handrails and banister glass. After the glass has been spot cleaned, it shall have a uniform appearance free of soil, stains, streaks, swirl marks, film or any observable soil.

Fabric covered sofa cleaning will be performed on an as needed basis. Thoroughly vacuum all surfaces, including undersides of removable cushions and pillow to remove surface dust. Apply spot cleaner to any

stains and allow appropriate dwell time. Hot water extract all surfaces, including undersides of removable cushions and pillows and back of sofa. Clean any hard to reach areas by hand using a soft brush. Hand dray any non-fabric trim to prevent staining or discoloration. Apply scotch guard to all surfaces, including undersides of removable cushions and pillows. Return furniture to original position.

K. Wash Interior/Exterior Glass

The Contractor shall use solution/glass cleaner, soft cloths, squeegees, etc., to remove soil, tape, grease, smoke spots and stains from both sides of glass of entrances, interior/exterior walls, including balcony and upper level short walls, doors, partitions, etc. This requirement applies to all glass surfaces accessible from floor or ground level to ten (10) feet above. The Contractor shall use detergent degreaser, cream cleanser, soft cloths, abrasive pads, and ladders as needed to remove soil, tape, grease, smoke spots and stains from both sides of glass frames and ledges to include all interior and exterior glass in entrance areas. This includes both sides of handrails and banister glass.

L. Vacuum Completely

The Contractor shall use a high quality, heavy-duty commercial vacuum with a filtering system and with power driven brushes (not beater bars) to remove visible soil and debris from the carpet and to raise the carpet pile. The Contractor shall use a hose and brush or crevice attachment to vacuum areas inaccessible to the carpet vacuum. Elevator and escalator floor and door tracks are to be vacuumed. Moisture and dry soil are to be vacuumed from carpeted type entrance mats. The Contractor shall use carpet stain remover and gum remover to remove carpet stains and gummy soil from entrance mats.

M. Remove Carpet Stains

The Contractor shall use carpet manufacturer's recommended stain removal procedures. Processes may include using a dampened utility brush, clean cloths, aerosol gum remover and wet/dry tank vacuums to remove non-permanent stains from carpeted floors. The Contractor shall spray carpet stain remover onto the stain and blot or use a utility brush, as recommended. After the stain has dissolved, the Contractor shall blot, vacuum and rub the stain in such a manner as to prevent spreading of the stain. Contractor shall notify OCCC representative in the Communications Log Book of all stains which were not successfully removed.

N. Carpet Shampooing, Extraction Method

- 1) The Contractor shall vacuum carpeted floors using a brush-type vacuum cleaner, as recommended by carpet manufacturer. Carpets shall be left clean of all dust and loose and embedded dirt for their full depth. Spot clean with spot clean remover to leave the carpet clean of spots and stains. This task is inclusive of all walk-off mats.

- 2) The Contractor shall extract carpeted floors using an extraction method recommended by carpet manufacturer, safe for all carpets and quick drying. Immediately prior to cleaning, vacuum, spot clean and pre-treat heavily soiled areas. If necessary, corners and areas not accessible to machines shall be cleaned by hand. Moveable furniture shall be moved prior to cleaning and moved back into place after the carpet is cleaned, placing all furniture on moisture barriers if carpet is damp. All extracted/shampooed areas shall be thoroughly vacuumed, including the removal of all fuzz balls from floor. This task is inclusive of all walk-off mats.

O. Dust Mop or Sweep Non-Carpeted Floors

The Contractor shall use treated dust mops, brooms and vacuums to remove soils and litter from non-carpeted floors. On Vinyl tile, terrazzo and other smooth finished floor surfaces, the Contractor shall use treated dust mops. On rough, unsealed concrete, or other floors where dust mopping is not effective the Contractor shall use brooms. Prior to dust mopping the floor surface, the Contractor shall use mops and a detergent solution to remove wet soil from the floor. The Contractor shall use putty knives to remove gum, tar and other sticky substances from the floor. The Contractor shall use a dustpan to remove accumulated soil and litter. The Contractor shall vacuum elevator floor(s) and door tracks and other areas such as corners and hard-to-reach areas.

P. Wet Clean Non-Carpeted Floors

The Contractor shall use detergent solutions compatible to finish solutions and mops, buckets, wringers, deck/corner brushes, abrasive pads/holders, putty knives, hand held buffer/scrubbing machines or walk-behind scrubbers to remove soil from non-carpeted floors and baseboards which cannot be removed by sweeping, dust mopping or vacuuming. The Contractor shall dust mop floors which are coated with floor finish prior to damp mopping. In restrooms and locker rooms, the Contractor shall use a germicidal detergent solution instead of a detergent solution. After the floor has been wet cleaned, it shall have a uniform appearance free of soil, stains, streaks, swirl marks, detergent film, or any observable soil which can be removed by mopping.

25. **HARD-FLOOR AND CARPET MAINTENANCE**

Floor and carpet maintenance at OCCC shall be designed to use few, or no, harmful chemicals; remove and eliminate dust, dirt and other contaminants; and protect and preserve floors. Occupants are notified when sections of hard-floor or carpet are undergoing deep or extended cleaning.

Before any work is conducted, Contractor must refer to the Attachment C - *Frequency Chart for Routine Work Tasks*. To minimize chemical use and frequency, the Contractor shall abide by the monthly cleaning schedule.

A written floor maintenance plan and log shall be maintained, which details frequency, duration of work, date and employee performing extraction and cleaning.

- A. Oversight Bridge, Rosen Centre Bridge, Rosen Plaza Bridge (Gary Sain Memorial Bridge), and Hyatt Regency Orlando Bridge (Hyatt Skywalk Bridge) and Elevated Covered Sidewalk - Spot Pressure Washer

When methods listed in the above Section 24, Paragraph P, Wet Clean Non-Carpeted Floors have been applied but do not sufficiently remove spills, stains, gum, etc., then spot pressure washing will be the method used to leave the area clean and free of residual runoff. **Precaution must be used to prevent water going over the bridge onto vehicular traffic on I-Drive and Convention Way.**

- B. Machine Scrub Floors

The Contractor shall use electrically powered floor machines, walk-behind battery powered scrubber machines or riding scrubbers with scrubbing brushes and grout cleaning machines with detergent or degreaser solution to remove soil and stains from floor surfaces such as concrete, brick, pavers, grouted tile and other such uneven or rough floors. The Contractor shall use wet/dry vacuums to pick up the scrubbing solutions and wet mops, buckets and wringers in areas inaccessible to a tank vacuum. The Contractor shall rinse the floor with clean water after picking up the scrubbing solution. The Contractor shall remove all splash marks on baseboards, furniture and other such surfaces.

- C. Spray Buff Vinyl Tile Floors

The Contractor shall dust mop and damp mop the floor surface in preparation for spray buffing. The Contractor shall use single-disc floor machines, buffing pads and spray bottles with a spray buffing solution to restore a uniform gloss and protective finish to vinyl tile. The Contractor shall remove all spray buff solution from baseboards, furniture, trash receptacles, etc.

- D. Recondition Vinyl Floors (break rooms, South corridor vinyl tile)

The Contractor shall remove soil, scratches and scuffmarks and the top layer of floor finish from non-carpeted floors and all finish and soil from baseboards, furniture and partition legs and bases. The Contractor shall apply a minimum of two (2) additional coats of floor finish to non-carpeted floors. The Contractor shall use an approved single disc floor machine, scrubbing pad, putty knife, approved pad, mop, mop bucket and wringer, detergent solution and rust remover. The Contractor shall use wet/dry tank vacuums except in areas where its use is not practical or effective. The Contractor shall rinse all floor surfaces thoroughly with clean water to which detergent solution has been applied. When wet/dry tank vacuums are used, the Contractor shall rinse the floor surface at least once after the detergent solution has been picked up with the wet/dry tank vacuum.

When a wet/dry tank vacuum is not used, the Contractor shall rinse the floor surface at least twice. After the top layer of floor finish has been removed, the Contractor shall use a fine strand rayon mop to apply at least two coats of floor finish to non-carpeted floors. The Contractor shall apply no finish within 1" of baseboards and furniture setting directly on the floor surface. After the finish has dried, the reflection shall be uniform and no streaks, swirls or scratches shall be visible. All light furniture must be moved and replaced. Refinished floors are to be spray buffed a minimum of monthly.

E. Strip and Refinish Vinyl Floors

The Contractor shall completely remove all non-permanent floor finish and sealer from vinyl tile and from baseboards and furniture and partition legs and bases. The Contractor shall use single disc floor machines, stripping pads, putty knives, abrasive pads, mops, mop buckets and wringers, floor finish remover and rust remover to remove all removable marks, heel marks, scuff marks, rust stains, gum and other types of stains and soil. The Contractor shall use manual scrubbing devices in areas inaccessible to the floor machine. The Contractor shall use a wet/dry tank vacuum to pick up stripping solutions except in areas where its use is not practical. The Contractor shall rinse thoroughly with clear water all floor surfaces to which floor finish remover has been applied. When a wet/dry tank vacuum is used, the Contractor shall rinse the floor at least twice. After the floor finish has been removed, the Contractor shall use a fine strand rayon mop to apply at least two coats of floor seal and three coats of floor finish to Vinyl tile. The Contractor shall remove all floor seal, floor finish, stripper, and stripping slurry from baseboards, furniture and other such areas. **SPECIAL NOTE: Area should be clearly marked with safety signage.**

F. Terrazzo Floors

All terrazzo floors shall be maintained using floor care procedures, and product types recommended by the National Terrazzo and Mosaic Association, Inc. All floor care products shall be high quality and shall be compatible

1) Sweep and Wet Mop Terrazzo Floors

Contractor shall thoroughly sweep and dust mop around columns, edges and corners located under standing objects. Wet mop/machine scrub entire floor area, removing all cleaning solution, leaving terrazzo free of debris and streaks. A neutral liquid cleaner with a pH of LESS than ten (10) and free from acids or alkaline shall be used.

2) Repair and Polish Terrazzo Floors

Contractor shall thoroughly wet mop/machine scrub entire floor with cleaner/restorer. Repair minor damage to floor using polishing disc, stone polish preserver and slow speed machine with weight of one hundred forty (140) to one hundred fifty (150) pounds, to remove

minor scratches and scuff marks. Operator must be fully trained and knowledgeable of equipment and procedures. Only high quality resin diamond discs and floor pads shall be used for buffing. Floor shall have a clear, even, high gloss luster free of spots or swirls. Floor shall be completely dust mopped after buffing.

3) Restore Terrazzo Floors

Contractor shall use a series of terrazzo resin discs with grits specifically designed for terrazzo floor restoration and maintenance, to remove scratches and wear patterns to restore floor to a natural high gloss luster. Area must always be clearly marked with safety signage.

Contractor shall certify that the surface meets a minimum anti-slip coefficient of friction of 0.6 on wet and dry surfaces. All surface testing done on wet and dry conditions shall be performed in accordance with the appropriate ASTM (American Society of Testing and Materials) Standard

Test Method(s) with OCCC staff observing the testing. Testing shall be performed with equipment that is described by the ASTM as equipment suitable and designed specifically for measuring and determining the slip resistance. Contractor shall provide proof of certification and documentation of instrument used for slip resistance measurements.

G. Overhead Cleaning

The Contractor shall remove soil, stains and spider webs from all fixtures and surfaces from the floor up to and including the ceiling. This includes exposed surfaces of lights, grilles, light fixtures, skylights, pipes, sprinkler system, cables, ledges, walls, ceilings, vents, ceiling fans, etc. The Contractor shall accomplish overhead cleaning by using damp sponges, and wall or ceiling washing equipment.

H Window Washing/Pressure Cleaning

- 1) Interior/exterior glass surfaces more than ten (10) feet above the floor shall be hand-squeegeed with an appropriate glass cleaning solution and shall be dry and fully transparent and free of streaks and smudges.
- 2) All high elevation interior and exterior window components, including pyramid skylights shall be cleaned of dirt, dust, insects and webs.
- 3) Window sashes sills, jambs, mullions and other high elevation glass and window surfaces shall be cleaned with an appropriate cleaner and free of streaks and smudges.

- 4) Chemicals and solutions used in the cleaning process shall conform to all Federal, County, OSHA and local requirements. The Contractor shall not use chemicals or solutions which may cause or promote any type of staining or damage to the window glass or windowsills, jambs, mullions or other surfaces.
- 5) The Contractor shall employ window cleaning methods which allow Contractor employees to perform the cleaning of glass and surrounding surfaces of the window units without interference or disruption to on-going event activity.
- 6) Pressure clean all overhangs connecting exterior overhang to building and all coping on all levels of entire perimeter of the building to include exposed exterior stairs and parking lot entrance towers of West Building.
- 7) The North/South Building, pressure cleaning shall be inclusive the following: The veranda floor, veranda half walls/concrete seating and concrete columns. The covered sidewalk that runs along the West side of the North/South building. All exposed exterior stairs including those of the Oversight Bridge. All flat ground surface of the exterior lobbies including flat ground surfaces of the Oversight Bridge, architectural beams (forty-five (45) degree angle) and any/all columns of the Oversight Bridge.
- 8) North/South Building, West Building, Alucobon Panels and Rosen Centre Bridge, Rosen Plaza Bridge (Gary Sain Memorial Bridge), Hyatt Regency Orlando Bridge (Hyatt Skywalk bridge), and Oversight Bridge architectural piping shall be cleaned by which ever method (i.e. mechanical/hand scrubbed) is required to remove dirt, soot, mildew and dust leaving the structural piping clean. The Contractor shall not use products that are abrasive. The Contractor shall use chemicals that are environmentally safe and shall protect all surrounding surfaces thoroughly rinsing surfaces free of residual dirt and chemicals.
- 9) Ceiling cleaning of annual projects will be inclusive of cobwebs, mud dabbers, dirt, mildew and dust removal by which ever method (i.e. mechanical/hand scrubbed) required. The Contractor shall use chemicals that are environmentally safe and shall protect all surrounding surfaces thoroughly rinsing surfaces free of residual dirt and chemicals.
- 10) The semi-annual cleaning of the windows shall consist of cleaning the interior and exterior of the first three (3) panes, up from the ground level, of all concourses and lobbies, to include all lobby entrances and mullions/window frames and ledges.

I. Elevator, Escalator and Staircase Cleaning

Clean and/or polish tracks and walls of all passenger elevators on the interior and exterior of all levels, eliminating all removable prints and soil. Remove all excess cleaner and polish. Vacuum all elevator cab carpeted floors and walls. Wet mop all hard surface floors inside cabs. Clean all elevators, escalators and on the interior and exterior of the building. Clean escalator and escalator steps and approach plates. Remove all debris, soil and cleanser. Do not use any stainless steel polishes on approach plates or steps. Clean and polish all stainless of escalator and removing excess cleanser and polish. Clean the brushes on both sides of the escalators removing the lint and any debris. Clean all sides of escalator glass on all levels of building and glass associated with. Remove on a nightly basis, all obvious prints, smudges and spills. Detail vacuum all carpeted stairs and landings in public spaces. Sweep and mop all hard surface stairs and landings on a nightly basis to remove soil and litter. Clean all handrails. Polish stainless handrails removing all excess polish. Clean all glass partitioning between stairs and escalators.

J. Moving Sidewalks

Clean and polish all stainless of the moving sidewalks excluding the approach plates. All excess polish shall be wiped leaving the stainless smudge and streak free. The approach plates shall be swept and moped. Rubber handrails need to be wiped free of debris and soil. The moving sidewalk treads shall be swept/vacuumed removing loose debris and soil. Clean both sides of glass associated with moving sidewalks removing on a nightly basis all obvious prints, smudges, and spills.

K. Telephone/Courtesy and House Phones

Clean and disinfect all phones with a clean cloth using a germicidal cleaner and polish leaving telephones clean and free of streaks, film and fingerprints. Polish and remove all fingerprints and smudges from telephone boxes and trays. Remove all trash and debris from area and dispose of accordingly.

26. ON-SITE EQUIPMENT

Upon contract award and a minimum of thirty (30) calendar days prior to start-up, the Contractor shall have in its possession all tools and equipment necessary to perform the required work specified in this contract at the frequencies listed. All tools and equipment purchased by the Contractor for this project shall remain on-site at OCCC and shall not concurrently be obligated to other projects. Each piece of equipment shall bear an independent identification number and include the Contractor's logo to indicate said equipment is permanently assigned to OCCC.

The following is a list of example equipment items which can be used to successfully perform this contract. It is not to be considered an approved list, only a general guideline.

Examples of On Site Equipment:

- Battery powered ride-on carpet sweepers/vacuums, equipped with proper brushes for carpet sweeping. **Note: robotic sweepers/vacuums have been tested in the OCCC environment and cannot be used effectively because of the public concourse areas ever changing moveable obstacles caused by the show staff setting up and tearing down all of the equipment needed to host an event. Therefore, the use of robotic sweepers/vacuums in the performance of work associated with this contract shall not be considered.**
- Battery powered walk-behind or “ride on” carpet extractors, see above Note
- Battery powered walk-behind or “ride-on” floor scrubber with pad and brush attachment, see above Note
- Golf cart/Utility cart
- 20” or larger, hand-held, floor scrubbers/buffers
- Motorola hand-held radios OR “Sprint/Nextel Touch to Talk” phones will communicate with OCCC staff.
- Escalator tread sweeper/vacuum
- Wet/dry vacuum
- Box type extractor
- Back-pack type vacuums with HEPA filters, attachments for corner and crevice cleaning
- Commercial/Industrial carpet fans
- Miscellaneous upright vacuums with HEPA filters, buckets, mops, brooms, pans, maid carts, brutes, feather dusters, etc.

27. ADDITIONAL WORK

In addition to the routine work specified herein, the Contractor shall provide additional janitorial services, included, but not limited to, clean up after vandalism, or to complete unanticipated event or building related special cleaning projects, as required by the Convention Center. Pricing for such additional work shall be obtained prior to commencement of the work. Costs associated with such "Additional Work" shall be submitted by invoices separately from routine monthly invoices and copies of such invoices for "Additional Work" shall be submitted to and approved by the Convention Center. **These invoices shall itemize the number of hours and the hourly rate as submitted on the Bid Proposal Form. Materials shall be billed at Contractor's cost plus the markup provided on the Bid Proposal Form per example below. Rental equipment shall be billed at Contractor's cost with no markup.**

A copy of the Contractor's supplier's receipt for parts and equipment shall be attached to the invoice. The Convention Center shall issue one Delivery Order Number for the routine monthly services specified herein and a separate Delivery Order Number(s) for "Additional Work". The Contractor shall reference the contract number as well as the appropriate Delivery Order number on all of its invoices. The Contractor shall submit, with its invoices for "Additional Work", a copy of the service receipt along with a description of the services performed with the date and time. Service receipts must be signed by an authorized representative of the Convention Center at the time the "Additional Work" is performed. Failure to obtain an authorized signature may result in denial of payment for work covered by the service receipt.

**BID PROPOSAL FORM
IFB #Y18-144-KB**

The Contractor shall provide all labor and other resources necessary to provide the supplies, equipment and/or services in strict accordance with the specifications defined in this solicitation for the amounts specified in this Bid Proposal Form, inclusive of overhead, profit and any other costs.

ORANGE COUNTY CONVENTION CENTER – WEST BUILDING

ITEM NO.	AREA	<u>UNIT PRICE PER MONTH</u>	<u>TOTAL ESTIMATED 3-YEAR BID</u>
1.	Restrooms per Exhibit E: West Building Daily Rate	\$_____ x 36 =	\$_____
	Building Staff Areas	<u>UNIT PRICE PER MONTH</u>	<u>TOTAL ESTIMATED 3-YEAR BID</u>
2.	Estimated carpeted area - 32,000 sq/ft.	\$_____/MO x 36=	\$_____
3.	Estimated vinyl floor area - 4,400 sq/ft.	\$_____/MO x 36 =	\$_____
4.	Elevators/Escalators/Stairs	\$_____/MO x 36 =	\$_____
5.	Lobbies, Concourses, Conference Rooms, Food Courts, Dock entrances	\$_____/MO x 36 =	\$_____
6.	Rosen Center Bridge	\$_____/MO x 36=	\$_____
7.	Gary Sain Memorial Bridge (Rosen Plaza Bridge)	\$_____/MO x 36 =	\$_____
8.	Skywalk Bridge (International Drive to Hyatt Regency Orlando)	\$_____/MO x 36 =	\$_____

Company Name

**BID PROPOSAL FORM CONTINUED
IFB #Y18-144-KB**

ITEM

NO. AREA

Semi-Annual Project

**SEMI-ANNUAL
UNIT PRICE**

**TOTAL ESTIMATED
3-YEAR BID**

9. Cleaning of Interior and Exterior Windows
First 3 panes up from the ground level of all concourses
And lobbies, including all lobby entrances and mullions,
Frames and ledges.

\$ _____/SA x 10 = \$ _____

Annual Projects

**ANNUAL
UNIT PRICE**

**3-YEAR
EXTENDED
PRICE**

10. Strip and refinish vinyl flooring (**est. area 4,400 sq/ft**)

\$ _____/YR x 3 = \$ _____

11. Clean glass 10 ft. and above)

\$ _____/YR x 3 = \$ _____

12. Pressure clean coping/residual rinsing)

\$ _____/YR x 3 = \$ _____

13. Pressure clean overhang connectors

\$ _____/YR x 3 = \$ _____

14. Clean architectural piping of the West Entrance

\$ _____/YR x 3 = \$ _____

15. Pressure Cleaning of Rosen Center Bridge:

\$ _____/YR x 3 = \$ _____

- 16: Pressure Cleaning of Gary Sain Memorial Bridge:

\$ _____/YR x 3 = \$ _____

17. Pressure Cleaning of Skywalk Bridge

\$ _____/YR x 3 = \$ _____

TOTAL ESTIMATED 3-YEAR BID - WEST BUILDING - \$ _____

Company Name

BID PROPOSAL FORM - CONTINUED
IFB #Y18-144-KB

ORANGE COUNTY CONVENTION CENTER – NORTH/SOUTH BUILDING

ITEM NO. AREA	UNIT PRICE PER MONTH	3-YEAR EXTENDED PRICE
Restrooms per Exhibit E:		
18. North Building Daily Rate	\$ _____/MO x 36 =	\$ _____
19. South Building Daily Rate	\$ _____/MO x 36 =	\$ _____
	UNIT PRICE PER MONTH	3-YEAR EXTENDED PRICE
Building Staff Areas		
20. Estimated carpeted area - 15,500 sq/ft.	\$ _____/MO x 36 =	\$ _____
21. Estimated vinyl floor area - 200 sq/ft.	\$ _____/MO x 36 =	\$ _____
Public Areas		
22. Elevators/Escalators/Stairs (Excluding Oversight Bridge)	\$ _____/MO x 36 =	\$ _____
23. Lobbies, Concourses, Conference Rooms, Food Courts, Dock entrances	\$ _____/MO x 36 =	\$ _____
Oversight Bridge:		
24. a. Routine (all tasks excluding annual tasks and 45 degree angle architectural beams)	\$ _____/MO x 36 =	\$ _____

Company Name

25. b. 45 degree angle architectural beams cleaning \$ _____/MO x 36 = \$ _____
26. Orange TV \$ _____/MO x 36 = \$ _____

**ANNUAL
UNIT PRICE**

**3-YEAR
EXTENDED
PRICE**

Annual Projects:

27. Strip and refinish vinyl (est. area 1,100 sq/ft) \$ _____/YR x 3 = \$ _____
28. Clean glass 10 ft. and above \$ _____/YR x 3 = \$ _____
29. Clean Alucobon panels above architectural structures \$ _____/YR x 3 = \$ _____
30. Pressure clean Bus Lane/Stairway Overhang \$ _____/YR x 3 = \$ _____
31. Clean architectural structure piping of Oversight Bridge \$ _____/YR x 3 = \$ _____
32. Clean ceilings of Oversight Bridge, covered sidewalk and exterior covered stairs. \$ _____/YR x 3 = \$ _____
33. Clean architectural structure piping of the North/South concourse level of exterior lobbies. \$ _____/YR x 3 = \$ _____
34. Pressure Cleaning of Oversight Bridge \$ _____/YR x 3 = \$ _____

TOTAL ESTIMATED 3-YEAR BID - NORTH/SOUTH BUILDINGS - \$ _____

Company Name

**BID PROPOSAL FORM - CONTINUED
IFB #Y18-144-KB**

	<u>ANNUAL ESTIMATED USAGE</u>	<u>UNIT HOURLY RATE</u>	<u>ANNUAL EXTENDED PRICE</u>	<u>3-YEAR EXTENDED PRICE</u>
<u>ADDITIONAL WORK</u>				
35. General Labor up to 10 feet	1,000 Hours	x \$ _____	= \$ _____	x 3 = \$ _____
36. Labor with Lifts 10 feet to 50 feet	8,500 Hours	x \$ _____	= \$ _____	x 3 = \$ _____
37. Labor with Lifts above 50 feet	500 Hours	x \$ _____	= \$ _____	x 3 = \$ _____
38. Percent Markup for materials over Actual Cost	\$5,000	x 1 + _____ %	= \$ _____	x 3 = \$ _____
39. Rental equipment at cost. \$40,000.00	\$40,000		\$ _____	x 3 = \$ _____
40. Sofa cleaning	2000	x \$ _____	= \$ _____	x 3 = \$ _____

TOTAL ESTIMATED 5-YEAR BID - ADDITIONAL WORK - \$ _____

**TOTAL ESIMATED 5-YEAR BID INCLUDING ALL ITEMS- WEST
BUILDING NORTH/SOUTH BUILDING AND ADDITIONAL WORK - \$ _____**

Company Name

IMPORTANT NOTE: When completing your bid, do not attach any forms which may contain terms and conditions that conflict with those listed in the County's bid documents(s). Inclusion of additional terms and conditions such as those which may be on your company's standard forms shall result in your bid being declared non-responsive as these changes will be considered a counteroffer to the County's bid.

Performance shall be as specified After Receipt of Order (ARO) per Special Terms and Conditions #2.

Inquiries regarding this Invitation for bids may be directed to Kathy Bozeman, Purchasing Agent, at kathy.bozeman@ocfl.net

Bid Response Documents - The following documents constitute your bid:

- A. Bid Response Form, Authorized Signatories/Negotiators, Drug-Free Workplace, Schedule of Sub-contracting, Conflict/Non-Conflict of Interest Form, E-Verification Certification, and current W9, Relationship Disclosure Form and Orange County Specific Project Expenditure Report. **Please make sure forms are fully executed where required.**
- B. Qualifications of Bidders information, per Special Terms and Conditions.
- C. Completed attached reference documentation.

THE FOLLOWING SECTION MUST BE COMPLETED BY ALL BIDDERS:

Company Name: _____

NOTE: COMPANY NAME MUST MATCH LEGAL NAME ASSIGNED TO TIN NUMBER. CURRENT W9 MUST BE SUBMITTED WITH BID.

TIN#: _____ D-U-N-S® # _____

(Street No. or P.O. Box Number) (Street Name) (City)

(County) (State) (Zip Code)

Contact Person: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

EMERGENCY CONTACT

Emergency Contact Person: _____

Telephone Number: _____ Cell Phone Number: _____

Residence Telephone Number: _____ Email: _____

ACKNOWLEDGEMENT OF ADDENDA

The Bidder shall acknowledge receipt of any addenda issued to this solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the bid. Failure to acknowledge an addendum that has a material impact on this solicitation may negatively impact the responsiveness of your bid. Material impacts include but are not limited to changes to scope of work/services, delivery time, performance period, quantities, bonds, letters of credit, insurance, or qualifications.

Addendum No. _____, Date _____ Addendum No. _____, Date _____

Addendum No. _____, Date _____ Addendum No. _____, Date _____

AUTHORIZED SIGNATORIES/NEGOTIATORS

The Bidder represents that the following **principals** are authorized to sign bids, negotiate and/or sign contracts and related documents to which the bidder will be duly bound. Principal is defined as an employee, officer or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Name	Title	Telephone Number/Email

_____	_____
(Signature)	(Date)

(Title)	

(Name of Business)	

The Bidder shall complete and submit the following information with the bid:

Type of Organization

Sole Proprietorship Partnership Non-Profit
 Joint Venture Corporation

State of Incorporation: _____

Principal Place of Business (Florida Statute Chapter 607): _____
City/County/State

THE PRINCIPAL PLACE OF BUSINESS SHALL BE THE ADDRESS OF THE BIDDER'S PRINCIPAL OFFICE AS IDENTIFIED BY THE FLORIDA DIVISION OF CORPORATIONS.

Federal I.D. number is _____

REFERENCES

List five (5) customers during the past five (5) years for which you provided services similar to those specified in the solicitation in the spaces provided below. Provide the owner's name, contact person, address, email address, telephone number, and date services were performed, as described.

1. Company Name: _____

Owner's Name: _____

Description of services provided: _____

Contract Amount: _____

Start and End Date of Contract: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Email Address: _____

2. Company Name: _____

Owner's Name: _____

Description of services provided: _____

Contract Amount: _____

Start and End Date of Contract: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Email Address: _____

3. Company Name: _____

Owner's Name: _____

Description of services provided: _____

Contract Amount: _____

Start and End Date of Contract: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Email Address: _____

4. Company Name: _____

Owner's Name: _____

Description of services provided: _____

Contract Amount: _____

Start and End Date of Contract: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Email Address: _____

5. Company Name: _____

Owner's Name: _____

Description of services provided: _____

Contract Amount: _____

Start and End Date of
Contract: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Email Address: _____

DRUG-FREE WORKPLACE FORM

The undersigned Bidder, in accordance with Florida Statute 287.087 hereby certifies that _____ does:

Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

Bidder's Signature

Date

SCHEDULE OF SUBCONTRACTING

IFB NO. Y18-144-KB

As specified in the General Terms and Conditions and the Bid Preference Clause in the Special Terms and Conditions, bidders are to present the details of subcontractor participation.

Name Of Subcontractor	Is the SubContractor a Certified M/WBE with Orange County Government?	Address	Type of Work to be Performed	Percent and dollar amount of Contract Amount to be Subcontracted

Company Name: _____

CONFLICT/NON-CONFLICT OF INTEREST STATEMENT

CHECK ONE

- To the best of our knowledge, the undersigned bidder has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

OR

- The undersigned bidder, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

LITIGATION STATEMENT

CHECK ONE

- The undersigned bidder has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.
- The undersigned bidder, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

COMPANY NAME

AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE

Failure to check the appropriate blocks above may result in disqualification of your bid. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your bid.

E VERIFICATION CERTIFICATION

Contract No.Y18-144-KB

I hereby certify that I will utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing the use of the system to confirm the employment eligibility of the individuals classified below. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duties shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida statutes.

All persons, including subcontractors and their workforce, who will perform work under **Contract No.Y18-144-KB, Janitorial Services for Orange County Convention Center**, within the state of Florida.

NAME OF CONTRACTOR: _____

ADDRESS OF CONTRACTOR: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____

**RELATIONSHIP DISCLOSURE FORM
FOR USE WITH PROCUREMENT ITEMS, EXCEPT THOSE WHERE THE COUNTY
IS THE PRINCIPAL OR PRIMARY PROPOSER**

For procurement items that will come before the Board of County Commissioners for final approval, this form shall be completed by the Bidder and shall be submitted to the Procurement Division by the Bidder.

In the event any information provided on this form should change, the Bidder must file an amended form on or before the date the item is considered by the appropriate board or body.

Part I

INFORMATION ON BIDDER:

Legal Name of Bidder:

Business Address (Street/P.O. Box, City and Zip Code):

Business Phone: () _____

Facsimile: () _____

**INFORMATION ON BIDDER'S AUTHORIZED AGENT, IF APPLICABLE:
(Agent Authorization Form also required to be attached)**

Name of Bidder's Authorized Agent:

Business Address (Street/P.O. Box, City and Zip Code):

Business Phone: () _____

Facsimile: () _____

Part II

IS THE BIDDER A RELATIVE OF THE MAYOR OR ANY MEMBER OF THE BCC?

___ **YES** ___ **NO**

IS THE MAYOR OR ANY MEMBER OF THE BCC THE BIDDER'S EMPLOYEE?

___ **YES** ___ **NO**

IS THE BIDDER OR ANY PERSON WITH A DIRECT BENEFICIAL INTEREST IN THE OUTCOME OF THIS MATTER A BUSINESS ASSOCIATE OF THE MAYOR OR ANY MEMBER OF THE BCC?

___ **YES** ___ **NO**

If you responded "YES" to any of the above questions, please state with whom and explain the relationship.

(Use additional sheets of paper if necessary)

Part III

ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to any meeting at which the above-referenced project is scheduled to be heard. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

Signature of Bidder

Date

Printed Name and Title of Person completing this form:

STATE OF _____ :
COUNTY OF _____ :

I certify that the foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____. He/she is personally known to me or has produced _____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the _____ day of _____, in the year _____.

(Notary Seal)

Signature of Notary Public
Notary Public for the State of _____
My Commission Expires: _____

Staff signature and date of receipt of form

Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.

FREQUENTLY ASKED QUESTIONS (FAQ)
ABOUT THE
RELATIONSHIP DISCLOSURE FORM
Updated 6-28-11

WHAT IS THE RELATIONSHIP DISCLOSURE FORM?

The Relationship Disclosure Form (form OC CE 2D and form OC CE 2P) is a form created pursuant to the County's Local Code of Ethics, codified at Article XIII of Chapter 2 of the Orange County Code, to ensure that all development-related items and procurement items presented to or filed with the County include information as to the relationship, if any, between the applicant and the County Mayor or any member of the Board of County Commissioners (BCC). The form will be a part of the backup information for the applicant's item.

WHY ARE THERE TWO RELATIONSHIP DISCLOSURE FORMS?

Form OC CE 2D is used only for development-related items, and form OC CE 2P is used only for procurement-related items. The applicant needs to complete and file the form that is applicable to his/her case.

WHO NEEDS TO FILE THE RELATIONSHIP DISCLOSURE FORM?

Form OC CE 2D should be completed and filed by the owner of record, contract purchaser, or authorized agent. Form OC CE 2P should be completed and filed by the bidder, offeror, quoter, or respondent, and, if applicable, their authorized agent. In all cases, the person completing the form must sign the form and warrant that the information provided on the form is true and correct.

WHAT INFORMATION NEEDS TO BE DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM?

The relationship disclosure form needs to disclose pertinent background information about the applicant and the relationship, if any, between, on the one hand, the applicant and, if applicable, any person involved with the item, and on the other hand, the Mayor or any member of the BCC.

In particular, the applicant needs to disclose whether any of the following relationships exist: (1) the applicant is a business associate of the Mayor or any member of the BCC; (2) any person involved with the approval of the item has a beneficial interest in the outcome of the matter *and* is a business associate of the Mayor or any member of the BCC; (3) the applicant is a relative of the Mayor or any member of the BCC; or (4) the Mayor or any member of the BCC is an employee of the applicant. (See Section 2-454, Orange County Code.)

HOW ARE THE KEY RELEVANT TERMS DEFINED?

Applicant means, for purposes of a development-related project, the owner, and, if applicable, the contract purchaser or owner's authorized agent. Applicant means, for purposes of a procurement item, the bidder, offeror, quoter, respondent, and, if applicable, the authorized agent of the bidder, offeror, quoter, or respondent.

Business associate means any person or entity engaged in or carrying on a business enterprise with a public officer, public employee, or candidate as a partner, joint venture, corporate shareholder where the shares of such corporation are not listed on any

national or regional stock exchange, or co-owner of property. In addition, the term includes any person or entity engaged in or carrying on a business enterprise, or otherwise engaging in common investment, with a public officer, public employee, or candidate as a partner, member, shareholder, owner, co-owner, joint venture partner, or other investor, whether directly or indirectly, whether through a Business Entity or through interlocking Parent Entities, Subsidiary Entities, or other business or investment scheme, structure, or venture of any nature. (See Section 112.312(4), Florida Statutes, and Section 2-452(b), Orange County Code.)

Employee means any person who receives remuneration from an employer for the performance of any work or service while engaged in any employment under any appointment or contract for hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed, and includes, but is not limited to, aliens and minors. (See Section 440.02(15), Florida Statutes.)

Relative means an individual who is related to a public officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the public officer or employee or who otherwise holds himself or herself out as or is generally known as the person whom the public officer or employee intends to marry or with whom the public officer or employee intends to form a household, or any other natural person having the same legal residence as the public officer or employee. (See Section 112.312(21), Florida Statutes.)

DOES THE RELATIONSHIP DISCLOSURE FORM NEED TO BE UPDATED IF INFORMATION CHANGES?

Yes. It remains a continuing obligation of the applicant to update this form whenever any of the information provided on the initial form changes.

WHERE DO THE RELATIONSHIP DISCLOSURE FORM AND ANY SUBSEQUENT UPDATES NEED TO BE FILED?

For a development-related item, the Relationship Disclosure Form and any update need to be filed with the County Department or County Division where the applicant filed the application. For a procurement item, the Relationship Disclosure Form and any update need to be filed with the Procurement Division.

WHEN DO THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES NEED TO BE FILED?

In most cases, the initial form needs to be filed when the applicant files the initial development-related project application or initial procurement-related forms. However, with respect to a procurement item, a response to a bid will not be deemed unresponsive if this form is not included in the initial packet submitted to the Procurement Division.

If changes are made after the initial filing, the final, cumulative Relationship Disclosure Form needs to be filed with the appropriate County Department or County Division processing the application not less than seven (7) days prior to the scheduled BCC agenda date so that it may be incorporated into the BCC agenda packet. When the

matter is a discussion agenda item or is the subject of a public hearing, and an update has not been made at least 7 days prior to BCC meeting date or is not included in the BCC agenda packet, the applicant is obligated to verbally present such update to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

WHO WILL REVIEW THE INFORMATION DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES?

The information disclosed on this form and any updates will be a public record as defined by Chapter 119, Florida Statutes, and may therefore be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This form and any updates will accompany the information for the applicant's project or item.

However, for development-related items, if an applicant discloses the existence of one or more of the relationships described above and the matter would normally receive final consideration by the Concurrency Review Committee or the Development Review Committee, the matter will be directed to the BCC for final consideration and action following committee review.

CONCLUSION:

We hope you find this FAQ useful to your understanding of the Relationship Disclosure Form. Please be informed that if the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance or law governing relationship disclosures, the ordinance or law controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to an applicant or any other outside party. Accordingly, if the applicant or an outside party has any questions after reading this FAQ, he/she is encouraged to contact his/her own legal counsel.

ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT

This lobbying expenditure form shall be completed in full and filed with all application submittals. This form shall remain cumulative and shall be filed with the department processing your application. Forms signed by a principal's authorized agent shall include an executed Agent Authorization Form.

This is the initial Form: _____
This is a Subsequent Form: _____

Part I

Please complete all of the following:

Name and Address of Principal (legal name of entity or owner per Orange County tax rolls): _____

Name and Address of Principal's Authorized Agent, if applicable: _____

List the name and address of all lobbyists, Contractors, contractors, subcontractors, individuals or business entities who will assist with obtaining approval for this project. (Additional forms may be used as necessary.)

1. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No___
2. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No___
3. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No___
4. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No___
5. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No___
6. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No___
7. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No___
8. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No___

**FREQUENTLY ASKED QUESTIONS (FAQ)
ABOUT THE
SPECIFIC PROJECT EXPENDITURE REPORT**
Updated 3-1-11

WHAT IS A SPECIFIC PROJECT EXPENDITURE REPORT (SPR)?

A Specific Project Expenditure Report (SPR) is a report required under Section 2-354(b) of the Orange County Lobbying Ordinance, codified at Article X of Chapter 2 of the Orange County Code, reflecting all lobbying expenditures incurred by a principal and their authorized agent(s) and the principal's lobbyist(s), contractor(s), subcontractor(s), and Contractor(s), if applicable, for certain projects or issues that will ultimately be decided by the Board of County Commissioners (BCC).

Matters specifically exempt from the SPR requirement are ministerial items, resolutions, agreements in settlement of litigation matters in which the County is a party, ordinances initiated by County staff, and some procurement items, as more fully described in 2.20 of the Administrative Regulations.

Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying need not be disclosed on this form. (See Section 2-354(b), Orange County Code.)

WHO NEEDS TO FILE THE SPR?

The principal or his/her authorized agent needs to complete and sign the SPR and warrant that the information provided on the SPR is true and correct.

A principal that is a governmental entity does not need to file an SPR.

HOW ARE THE KEY RELEVANT TERMS DEFINED?

Expenditure means "a payment, distribution, loan, advance, reimbursement, deposit, or anything of value made by a lobbyist or principal for the purpose of lobbying. This may include public relations expenditures (including but not limited to petitions, flyers, purchase of media time, cost of print and distribution of publications) but does not include contributions or expenditures reported pursuant to Chapter 106, Florida Statutes, or federal election law, campaign-related personal services provided without compensation by individuals volunteering their time, any other contribution or expenditure made by or to a political party, or any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4)." (See Section 112.3215, Florida Statutes.) Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying are not deemed to be "expenditures." (See Section 2-354, Orange County Code.)

Lobbying means seeking "to encourage the approval, disapproval, adoption, repeal, rescission, passage, defeat or modification of any ordinance, resolution, agreement, development permit, other type of permit, franchise, vendor, Contractor, contractor, recommendation, decision or other foreseeable action of the [BCC]," and "include[s] all communications, regardless of whether initiated by the lobbyist or by the person being lobbied, and regardless of whether oral, written or electronic." (See Section 2-351, Orange County Code.) Furthermore, *lobbying* means communicating "directly with the County Mayor, with any other member of the [BCC], or with any member of a procurement committee." (See Section 2-351, Orange County Code.) *Lobbying* also

means communicating “indirectly with the County Mayor or any other member of the [BCC]” by communicating with any staff member of the Mayor or any member of the BCC, the county administrator, any deputy or assistant county administrator, the county attorney, any county department director, or any county division manager. (See Section 2-351, Orange County Code.) *Lobbying* does not include the act of appearing before a Sunshine Committee, such as the Development Review Committee or the Roadway Agreement Committee other than the BCC.

Principal means “the person, partnership, joint venture, trust, association, corporation, governmental entity or other entity which has contracted for, employed, retained, or otherwise engaged the services of a lobbyist.” *Principal* may also include a person, partnership, joint venture, trust, association, corporation, limited liability corporation, or other entity where it or its employees do not qualify as a lobbyist under the definition set forth in Section 2-351 of the Orange County Code but do perform lobbying activities on behalf of a business in which it has a personal interest.

DOES THE SPR NEED TO BE UPDATED IF INFORMATION CHANGES?

Yes. It remains a continuing obligation of the principal or his/her authorized agent to update the SPR whenever any of the information provided on the initial form changes.

WHERE DO THE SPR AND ANY UPDATES NEED TO BE FILED?

The SPR needs to be filed with the County Department or County Division processing the application or matter. If and when an additional expenditure is incurred subsequent to the initial filing of the SPR, an amended SPR needs to be filed with the County Department or County Division where the original application, including the initial SPR, was filed.

WHEN DO THE SPR AND ANY UPDATES NEED TO BE FILED?

In most cases, the initial SPR needs to be filed with the other application forms. The SPR and any update must be filed with the appropriate County Department or County Division not less than seven (7) days prior to the BCC hearing date so that they may be incorporated into the BCC agenda packet. (See Section 2-354(b), Orange County Code.) When the matter is a discussion agenda item or is the subject of a public hearing, and any additional expenditure occurs less than 7 days prior to BCC meeting date or updated information is not included in the BCC agenda packet, the principal or his/her authorized agent is obligated to verbally present the updated information to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

WHO WILL BE MADE AWARE OF THE INFORMATION DISCLOSED ON THE SPR AND ANY UPDATES?

The information disclosed on the SPR and any updates will be a public record as defined by Chapter 119, Florida Statutes, and therefore may be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This information will accompany the other information for the principal's project or item.

CONCLUSION:

We hope you find this FAQ useful to your understanding of the SPR. Please be informed that in the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance governing specific project expenditure reports, the ordinance controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to a principal, his/her authorized agent, or any other outside party. Accordingly, if after reading this FAQ the principal, his/her authorized agent or an outside party has any questions, he/she is encouraged to contact his/her own legal counsel.

AGENT AUTHORIZATION FORM

I/We, (Print Bidder name) _____, Do hereby authorize (print agent's name), _____, to act as my/our agent to execute any petitions or other documents necessary to affect the CONTRACT approval PROCESS more specifically described as follows, (IFB NUMBER AND TITLE) _____, and to appear on my/our behalf before any administrative or legislative body in the county considering this CONTRACT and to act in all respects as our agent in matters pertaining TO THIS CONTRACT.

Signature of Bidder

Date

STATE OF _____ :
COUNTY OF _____ :

I certify that the foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____. He/she is personally known to me or has produced _____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the _____ day of _____, in the year _____.

(Notary Seal)

Signature of Notary Public
Notary Public for the State
of _____
My Commission
Expires: _____

EXHIBIT A

LEASED EMPLOYEE AFFIDAVIT

I affirm that an employee leasing company provides my workers' compensation coverage. I further understand that my contract with the employee leasing company limits my workers' compensation coverage to enrolled worksite employees only. My leasing arrangement does not cover un-enrolled worksite employees, independent contractors, uninsured sub-contractors or casual labor exposure.

I hereby certify that 100% of my workers are covered as worksite employees with the employee leasing company. I certify that I do not hire any casual or uninsured labor outside the employee leasing arrangement. I agree to notify the County in the event that I have any workers not covered by the employee leasing workers' compensation policy. In the event that I have any workers not subject to the employee leasing arrangement, I agree to obtain a separate workers' compensation policy to cover these workers. I further agree to provide the County with a certificate of insurance providing proof of workers' compensation coverage prior to these workers entering any County jobsite.

I further agree to notify the County if my employee leasing arrangement terminates with the employee leasing company and I understand that I am required to furnish proof of replacement workers' compensation coverage prior to the termination of the employee leasing arrangement.

I certify that I have workers' compensation coverage for all of my workers through the employee leasing arrangement specified below:

Name of Employee Leasing Company: _____

Workers' Compensation Carrier: _____

A.M. Best Rating of Carrier: _____

Inception Date of Leasing Arrangement: _____

I further agree to notify the County in the event that I switch employee-leasing companies. I recognize that I have an obligation to supply an updated workers' compensation certificate to the County that documents the change of carrier.

Name of Contractor: _____

Signature of Owner/Officer: _____

Title: _____ Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<p>PRODUCER</p> <p>1. Name of Agent or Broker Street Address City, State, Zip</p>	<p>CONTACT NAME:</p> <p>PHONE (A/C, No, Ext): FAX (A/C, No):</p> <p>E-MAIL ADDRESS:</p> <hr/> <p style="text-align: center;">INSURER(S) AFFORDING COVERAGE NAIC #</p> <p>INSURER A : _____</p> <p>INSURER B : _____</p> <p>INSURER C : <u>3.</u></p> <p>INSURER D : _____</p> <p>INSURER E : _____</p> <p>INSURER F : _____</p>
<p>INSURED</p> <p>2. Name of Insured Street Address City, State, Zip</p>	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSR	BUSR WVD	POLICY NUMBER	POLICY EXP (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	8. LIMITS
3.	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PER SECT <input type="checkbox"/> LOC	4.	5.	6.	7.		EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY 9. <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 10. ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
11.							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Orange County Government is additionally insured on the General Liability Policy. A waiver of subrogation applies in favor of Orange County Government, it's agents, employees, and officials on the Worker's Compensation Policy.

<p>CERTIFICATE HOLDER</p> <p>13. Orange County Board of County Commissioners Procurement Division 400 E. South Street Orlando, Florida 32801</p>	<p>CANCELLATION</p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <hr/> <p>AUTHORIZED REPRESENTATIVE</p> <p>14.</p>
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ORANGE COUNTY CERTIFICATE OF INSURANCE REVIEW GUIDE

1. **PRODUCER:** Agent's name and address must be shown along with contact name phone, fax, and email address.
2. **INSURED:** Legal name and address of the entity entering into the contract or agreement
3. **INSURERS AFFORDING COVERAGE & NAIC #:** Name of the insurance company that is insuring the line of coverage. The INSURER and applicable letter will be used throughout the certificate to indicate the lines of coverage placed with a particular insurance company. A letter must be shown in the INSUR L TR section for each coverage line listed on the certificate.
4. **ADDL INSR:** Signifies whether coverage includes additional insured status. Very few agents use this section. Additional insured status is usually discussed in the Description of Operations/Locations/Vehicles section.
5. **SUBR WVD:** Signifies that a waiver of subrogation is in valid for each line of coverage as indicated.
6. **POLICY NUMBER:** A policy number should be listed for each line of coverage for which commercial insurance is being provided.
7. **POLICY EFFECTIVE/EXPIRATION DATES:** Effective and expiration dates should fall within the time frame of the inception of the contract or agreement.
8. **LIMITS:** As required in the written agreement. The general aggregate should be at least twice the per occurrence limit for all continuing service contracts. If the aggregate limit applies separately then the PROJECT box should be marked.
9. **AUTOMOBILE LIABILITY:** The ANY AUTO box is preferable however; some organizations do not own vehicles so the other boxes may be marked.
10. **WORKERS' COMPENSATION:** Look closely to see if any proprietor, partner, or executive officer is excluded. If so, please contact Risk Management for waiver approval. The WC STATUTORY LIMITS box must be selected.
11. **OTHER:** This section is used for other coverage such as professional liability and employee dishonesty. The same rules apply with regards to policy numbers, effective and expiration dates and limits.
12. **DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES:** This section typically contains any special or qualifying language such as additional insured status or waivers of subrogation. If additional space is needed an ACORD 101 should be attached. Please note that these certificates are for information only and do not confer any rights upon the certificate holder. This is why we also ask for the specific policy language or endorsement specifying that these provisions are in place.
13. **CERTIFICATE HOLDER:** Orange County Board of County Commissioners should be listed as the certificate holder. Individual departments and divisions should not be listed as the primary certificate holder.
14. **AUTHORIZED REPRESENTATIVE:** This section should contain the signature of the person authorized to issue the certificate on behalf of the insurance company.

EXHIBIT B

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
<i>The following are additional insured under the Professional Liability section of this policy (already included under the GL by form #86571).</i>
YOUR MEDICAL DIRECTORS AND ADMINISTRATORS, INCLUDING PROFESSIONAL PERSONS, BUT ONLY WHILE ACTING WITHIN THE SCOPE OF THEIR DUTIES FOR THE NAMED INSURED AS MEDICAL DIRECTORS AND ADMINISTRATORS;
AN INDEPENDENT CONTRACTOR IS AN INSURED ONLY FOR THE CONDUCT OF YOUR BUSINESS AND SOLELY WHILE PERFORMING SERVICES FOR A CLIENT OF THE NAMED INSURED, BUT SOLELY WITHIN THE SCOPE OF SERVICES CONTEMPLATED BY THE NAMED INSURED;
STUDENTS IN TRAINING WHILE PREFORMING DUTIES AS INSTRUCTED BY THE NAMED INSURED;
ANY ENTITY YOU ARE REQUIRED IN A WRITTEN CONTRACT (HEREINAFTER CALLED ADDITIONAL INSURED) TO NAME AS AN INSURED IS AN INSURED BUT ONLY WITH RESPECT TO LIABILITY ARISING OUT OF YOUR PREMISES OR OPERATIONS:
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily Injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

EXHIBIT C

POLICY NUMBER: _____ COMMERCIAL GENERAL LIABILITY
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS ATTN: PROCUREMENT DIVISION 400 E. SOUTH STREET, 2 nd FLOOR ORLANDO, FL 32801
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily Injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

EXHIBIT D

WORKERS COMPENSTION AND EMPLOYEES LIABILITY INSURANCE POLICY WC 00 03 13

2ND Reprint

Effective April 1, 1984

Advisory

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Name of Person or Organization:

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS
ATTN: PROCUREMENT DIVISION
400 E. SOUTH STREET, 2ND FLOOR
ORLANDO, FL 32801

© 1983 National Council on Compensation Insurance, Inc.

©NCCI Holdings, Inc.

EXHIBIT E

POLICY NUMBER:

**COMMERCIAL GENERAL LIABILITY
CG 24 04 10 93**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS
ATTN: PROCUREMENT DIVISION
400 E. SOUTH STREET, 2nd FLOOR
ORLANDO, FL 32801

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section IV – COMMERCIAL GENERAL LIABILITY CONDITIONS) is amended by the addition of the following:

We waive any right to recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or “your work” done under a contract with that person or organization and included in the “Products-completed operations hazard”. This waiver applies only to the person or organization shown in the Schedule above.

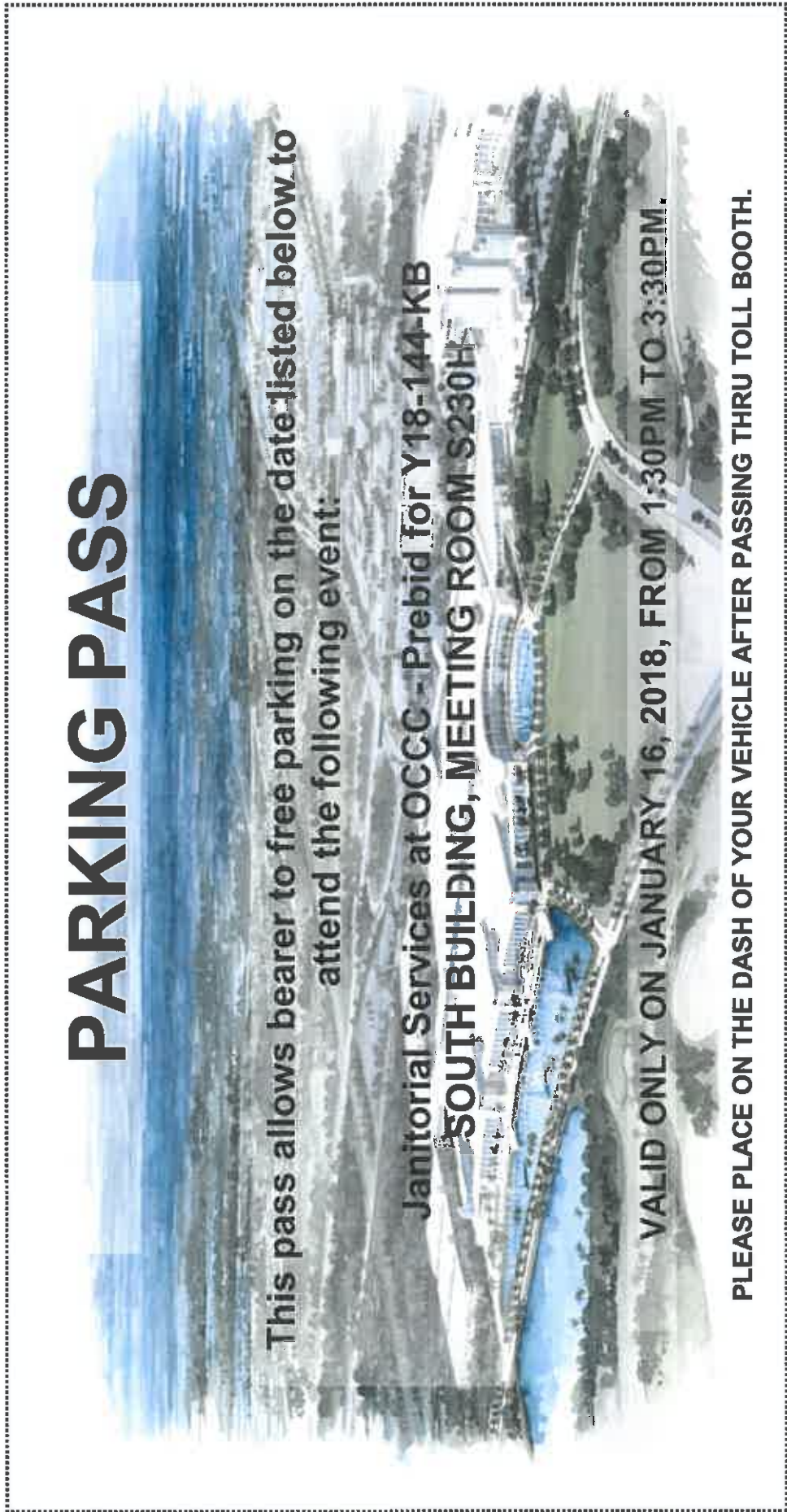
PARKING PASS

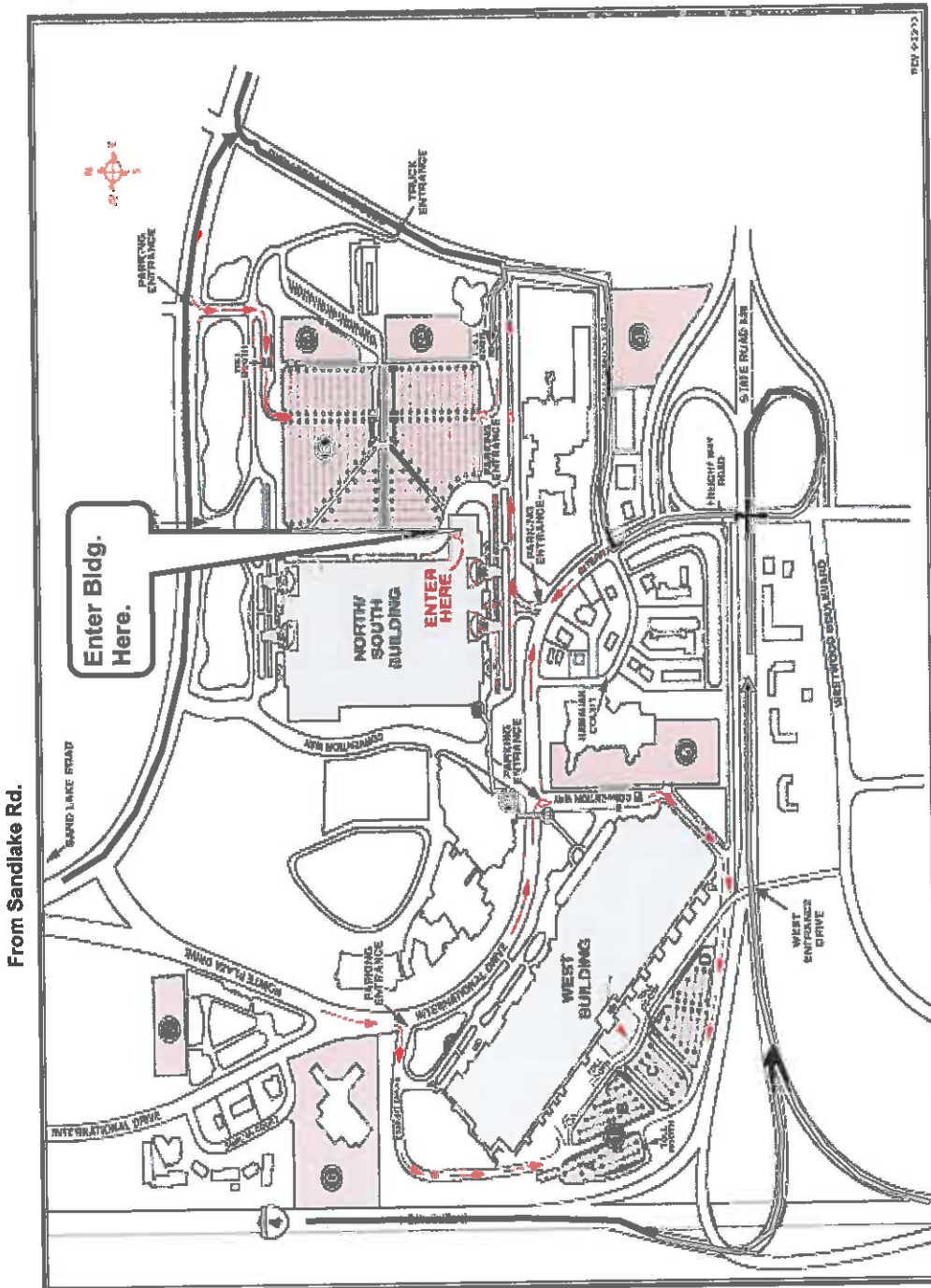
This pass allows bearer to free parking on the date listed below to attend the following event:

Janitorial Services at OCCC - Prebid for Y18-144-KB
SOUTH BUILDING, MEETING ROOM S230H

VALID ONLY ON JANUARY 16, 2018, FROM 1:30PM TO 3:30PM.

PLEASE PLACE ON THE DASH OF YOUR VEHICLE AFTER PASSING THRU TOLL BOOTH.





From Sandlake Rd.

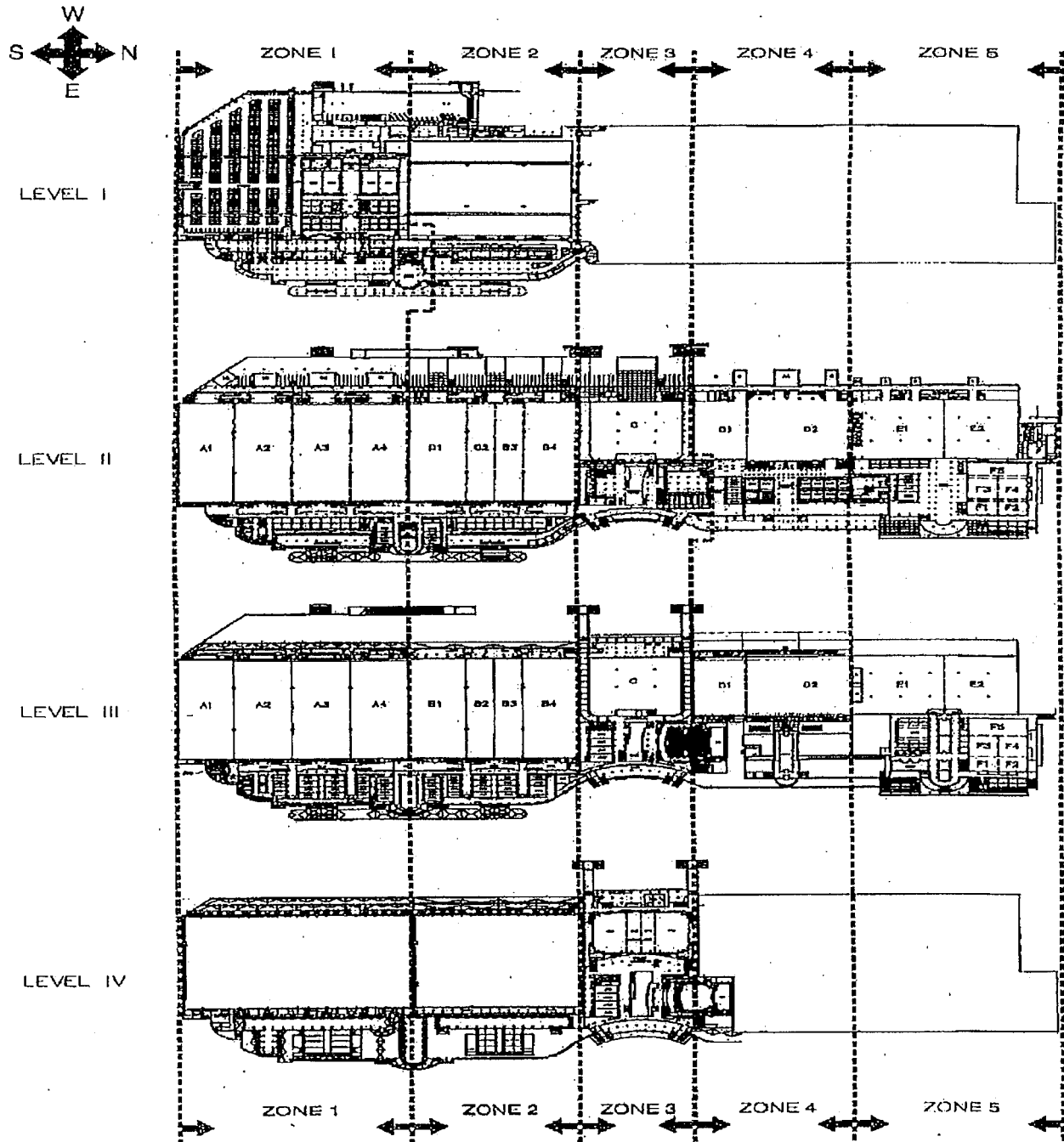
From I-4: Exit onto the B-line, 528 East, toward the airport. Exit on the International Dr. exit and turn right onto International Drive. At the second traffic light, turn right onto Destination Parkway and follow it around to the rear of the N/S parking facility. Enter the parking lot (on your left) in the first set of Tool Booths (South side). Proceed to the side of the lot nearest the South end of the building and enter at level 2. The first meeting room on your right is S230H..

From Bee Line West Bound: Exit onto Universal Boulevard and turn right (Northbound). Travel approximately 3/4 mile and turn left onto Tradeshow Blvd. and proceed to the South Toll Booths (on your right). Proceed to the side of the lot nearest the South end of the building and enter at level 2. The first meeting room on your right is S230H.

From Sandlake Rd: Turn left on to Universal Boulevard and travel approximately 1 1/2 miles, past the new North/South Building, and turn right onto Tradeshow Blvd. Proceed to the South Toll Booths (on your right). Proceed to the side of the lot nearest the South end of the building and enter at level 2. The first meeting room on your right is S230H.

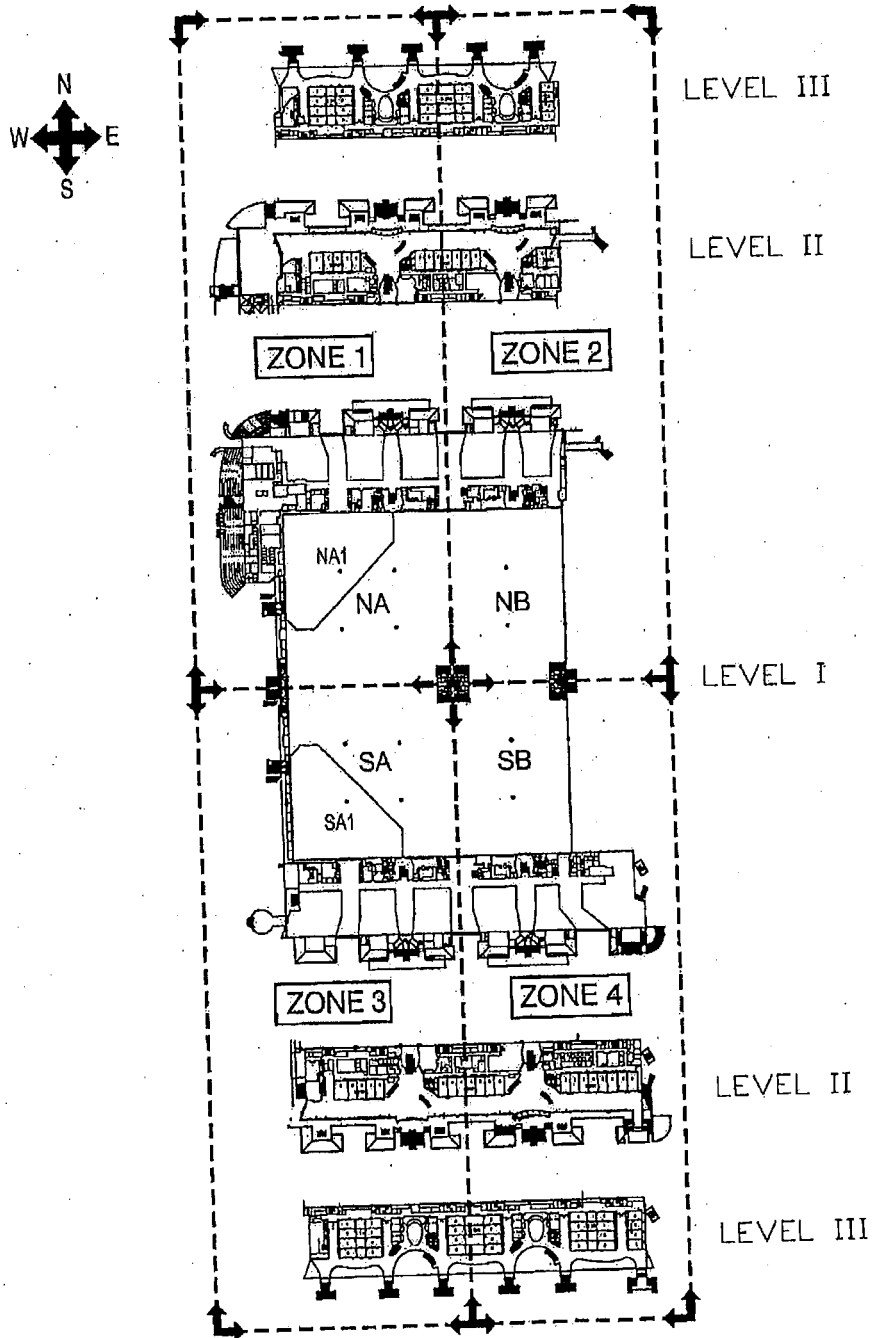
ATTACHMENT A

ORANGE COUNTY CONVENTION CENTER WEST BUILDING



ATTACHMENT B

ORANGE COUNTY CONVENTION CENTER NORTH/SOUTH BUILDING



ATTACHMENT C

ORANGE COUNTY CONVENTION CENTER

FREQUENCY CHART FOR ROUTINE WORK TASKS

Work Tasks		Area (See Below)					
		1	2	3	4	5	6
1	Clean and Disinfect Drinking Fountains	D	D		D		Mon & Thurs
2	Clean and Disinfect Fixtures and Surfaces	D	D				Mon & Thurs
3	Descale Toilets and Urinals	D					Mon & Thurs
4	Refill Dispensers	D	D		D		Mon & Thurs
5	Polish Stainless Steel, Chrome and Brass	D	W	D	W	D	Mon & Thurs
6	Dust Furniture and Building Surfaces	D	W	W	W		W
7	Overhead Dusting	W	M	M	M	M	M
8	Litter	D	D	D	D	D	Mon & Thurs
9	Empty Trash Receptacles	D	D	D	D	D	Mon & Thurs
10	Spot Clean Furniture and Building Surfaces & Glass	D	D	D	D	D	Mon & Thurs
11	Wash Interior/Exterior Glass		Q		D	Q	Q
12	Vacuum Completely		D	D	D	D	Mon & Thurs
13	Remove Carpet Stains		D	D	D	D	Mon & Thurs
14	Carpet Shampooing, Extraction Method		Q	M	M	M	M
15	Dust Mop or Sweep Non-Carpeted Floors	D	D	D	D	D	Mon & Thurs
16A	Wet Clean Non-Carpeted Floors	D	D	D	D	W	Mon & Thurs
16B	Spot Pressure Washer					D	
17A	Machine Scrub Floors	W			D		M
17B	Machine Scrub Interior Restroom Floors	M					
18	Spray Buff Vinyl Floors		W				M
19	Recondition Vinyl Tile Floors		Q				Q
20	Strip and Refinish Vinyl Floors		A		A		A
21A	Repair and Polish Terrazzo Floors				W		
21B	Restore Terrazzo Floors				A		
22	Overhead Cleaning	Q	Q	A	A	Q	Q
23A	Window Washing/Pressure Cleaning		A	A	A	A	A
23B	Window Washing				SA		
24	Elevator, Escalator, Moving Sidewalk and Staircase Cleaning			D	D	D	
25	Telephone/Telephone Banks		D		D	D	Mon & Thurs

Legend: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually SA = Semi-Annually

AREAS:

- 1 = Restrooms
- 2 = Building Staff Areas
- 3 = Elevators/Escalators/Moving Sidewalks/Stairs
- 4 = Lobbies, concourses, Conference Rooms, Food Courts, and Dock Entrances
- 5 = Bridges (Oversite, Rosen Hotels, Skywalk-International Drive)
- 6 = Orange TV - Serviced Monday and Thursday

ATTACHMENT D

Bridges and Orange TV

October 2, 2017

Orange TV Dimensions: 6,950 sq ft

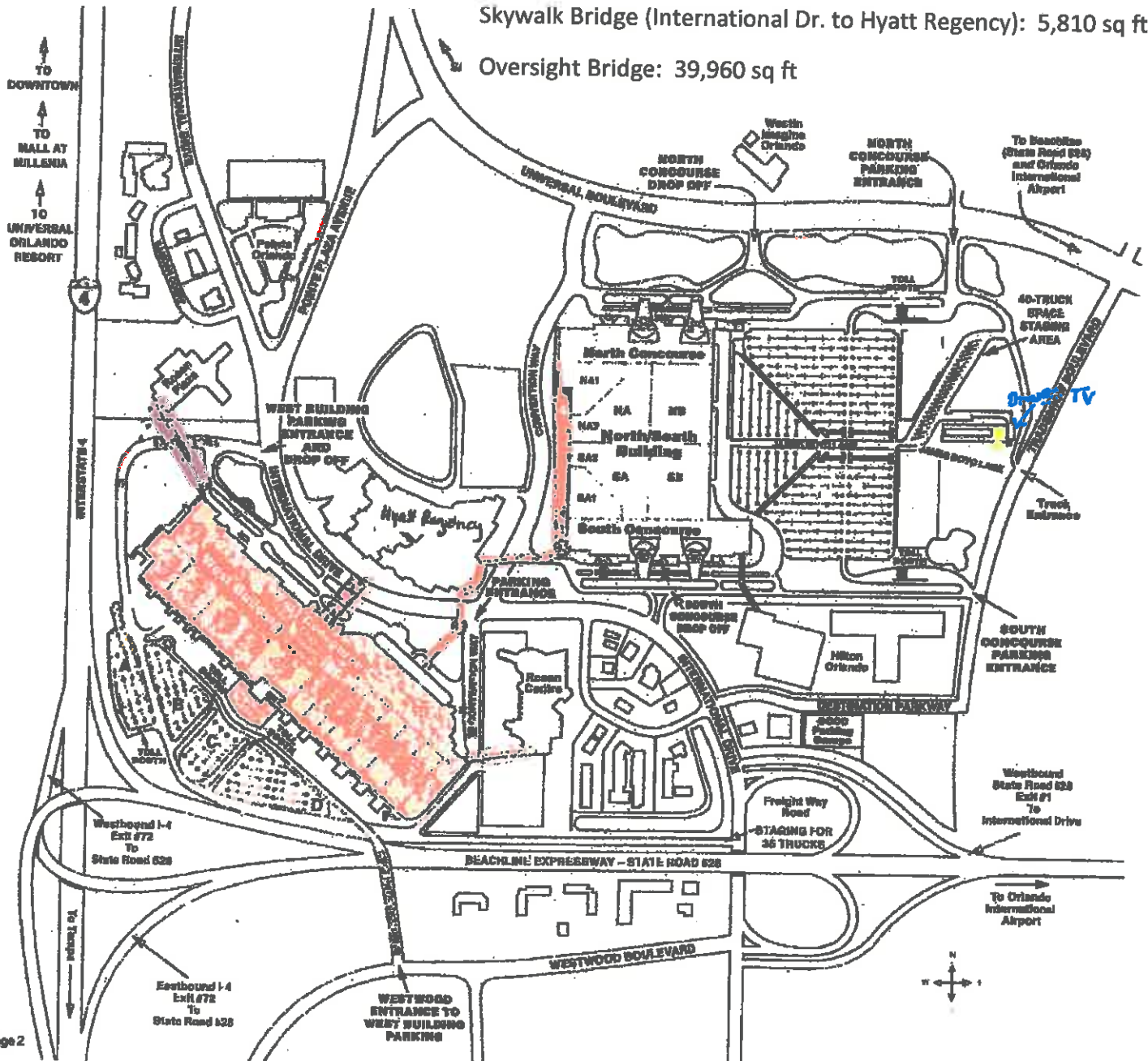
Bridge Dimensions:

Rosen Centre Bridge: 3,140 sq ft

Gary Sein Bridge Memorial (Rosen Plaza bridge): 7,733 sq ft

Skywalk Bridge (International Dr. to Hyatt Regency): 5,810 sq ft

Oversight Bridge: 39,960 sq ft



ATTACHMENT E

ORANGE COUNTY CONVENTION CENTER

RESTROOM FIXTURES

WEST BUILDING				ZONE 1													
Level	Restroom #	Sinks	Commodes	Urinals	Toilet Tissue Disp.	Paper Towel Disp.	Soap disp.	Seat cover Disp.	Trash Cans	Mirrors	Feminine Product Disp.	Sanitary Box	Baby Station	Exhibit Hall Square Feet	Public Space Square Feet	Office/ Back of House Square Feet	Remarks
1	100M	4	4	4	4	3	3	4	3	4	0	0	1		476		SW A Reg. Lobby
1	101F	7	13	0	13	3	7	13	3	8	1	13	1		544		SW A Reg. Lobby
1	102M	7	6	5	6	5	6	1	4	5	0	0	1		672		N of Meeting Room 106
1	103F	8	12	0	12	5	7	2	4	6	1	12	1		690		S of Meeting Room 107
2	200M	1	1	0	1	1	1	1	1	1	0	0	0		36		SE A Lobby
2	201F	1	1	0	1	1	1	0	1	1	0	0	0		36		SE A Lobby
2	202M	5	5	3	5	2	5	1	2	5	0	0	1		504		E Side of A4 Lobby
2	203F	6	10	0	10	2	5	1	3	6	2	9	1		612		E Side of A4 Lobby
2	212M	5	5	4	5	3	4	1	3	5	0	0	1	336			NE Hall A1
2	211F	5	9	0	9	3	5	1	3	5	1	8	1	352			SE Hall A1
2	214M	5	5	4	5	3	4	1	3	5	0	0	1	320			NE Hall A2
2	215F	5	9	0	9	3	4	1	3	5	1	8	1	252			NE Hall A1
2	216M	5	5	4	5	3	5	1	3	5	0	0	1	336			NE Hall A3
2	215F	5	9	0	9	3	4	1	3	5	1	9	0	252			SE Hall A3
2	217A-F	5	9	0	9	3	4	1	3	5	1	9	0	352			SE Hall A4
2	217F-B	5	9	0	9	2	4	1	3	5	1	9	0	352			SE Hall A4
2	236M	5	5	6	5	3	4	1	3	5	0	0	0	448			W Hall A N of dock 11
2	237F	5	11	0	11	3	4	1	3	6	1	11	1	512			W Hall A S of dock 11
2	238M	5	5	6	5	3	5	1	3	5	0	0	0	448			W Hall A N of dock 12
2	239F	5	11	0	11	3	5	1	3	6	1	10	0	480			W Hall A S of dock 12
2	240M	5	5	6	5	3	4	1	3	5	0	0	1	432			W Hall A N of dock 13
2	241F	5	11	0	11	3	4	0	3	6	1	11	1	512			W Hall A S of dock 13
2	242M	5	5	6	5	3	4	1	3	5	0	0	0	448			W Hall A N of dock 14
2	243F	5	9	0	9	3	4	1	3	6	1	5	0	256			W Hall A S of dock 14
3	301F	4	6	0	6	2	4	1	2	4	1	5	1		418		SE A Lobby
3	302M	2	2	2	2	2	3	1	2	3	0	0	1		264		SE A Lobby
3	303F	5	8	0	8	3	4	8	2	5	1	8	1		336		W A3 Lobby
3	304M	5	4	3	4	3	4	4	2	5	0	0	1		418		W A3 Lobby
3	305F	5	8	0	8	2	4	8	2	5	1	8	1		336		W A4 Lobby
3	306M	5	4	4	4	3	4	4	2	5	0	0	1		336		W A4 Lobby
	Zone 1 Totals	145	206	57	206	84	126	64	81	147	16	135	20	6088	5678	0	

ATTACHMENT E

ORANGE COUNTY CONVENTION CENTER

RESTROOM FIXTURES

WEST BUILDING				ZONE 2													
Level	Restroom #	Sinks	Commodes	Urinals	Toilet Tissue Disp.	Paper Towel Disp.	Soap disp.	Seat cover Disp.	Trash Cans	Mirrors	Feminine Product Disp.	Sanitary Box	Baby Station	Exhibit Hall Square Feet	Public Space Square Feet	Office/ Back of House Square Feet	Remarks
1	104M	5	5	4	5	5	4	0	3	5	0	0	1		336		NW A Reg. Lobby
1	105F	5	9	0	9	5	4	1	3	5	2	8	1		336		SW B Reg. Lobby
1	106M	4	3	4	3	3	3	3	3	4	0	0	1		391		NW B Reg. Lobby
1	107F	6	12	0	12	3	5	12	3	6	1	12	1		391		NW B Reg. Lobby
1	113F	3	4	0	4	4	3	0	2	3	1	3	0			252	W. Tunnel S. of Westside Grill
1	114M	3	2	2	2	4	3	0	2	2	0	0	0			252	W. Tunnel S. of Westside Grill
2	204M	5	4	4	4	3	4	4	2	5	0	0	1		602		SE B1 Lobby
2	205F	6	9	0	10	3	5	0	3	6	1	9	1		658		SE B1 Lobby
2	218M	5	5	4	5	3	4	0	2	5	0	0	0	273			NE Hall B1
2	219F	5	9	0	9	3	4	1	3	5	2	9	1	336			NE Hall B1
2	220M	5	5	4	5	3	4	1	3	5	0	0	1	336			SE Hall B2
2	221F	5	9	0	9	3	4	0	3	5	2	9	0	336			NE Hall B4
2	222M	5	5	4	5	3	5	0	3	5	0	0	0	336			SE Hall B4
2	223F	5	9	0	9	3	4	1	3	5	2	9	0	330			NE Hall B4
2	230M	5	5	7	5	3	4	1	3	5	0	0	0	465			W Hall B4 S of dock 8
2	231F	5	11	0	11	1	4	1	3	5	2	11	0	465			W Hall B4 N of dock 8
2	232M	5	5	7	5	3	4	1	3	5	0	0	0	465			W Hall B4 S of dock 9
2	233F	5	11	0	11	3	4	1	3	5	2	10	0	465			W Hall B4 N of dock 9
2	234M	5	5	7	5	3	4	1	3	5	0	0	0	465			W Hall B4 S of dock 10
2	235F	5	11	0	11	3	5	1	3	5	2	10	0	465			W Hall B4 N of dock 10
3	307F	5	8	0	8	3	4	8	3	5	1	8	1		368		NW B1 Lobby
3	308M	5	4	4	4	3	4	4	2	5	0	0	1		368		NW B1 Lobby
3	309F	5	8	0	8	3	4	8	3	5	1	8	1		368		W B4 Lobby
3	310M	4	4	4	5	2	4	4	3	5	0	0	1		368		W B4 Lobby
	Zone 2 Totals	116	162	55	164	75	97	53	67	116	19	106	12	4737	4186	504	

ATTACHMENT E

ORANGE COUNTY CONVENTION CENTER

RESTROOM FIXTURES

WEST BUILDING				ZONE 3													
Level	Restroom #	Sinks	Commodes	Urinals	Toilet Tissue Disp.	Paper Towel Disp.	Soap disp.	Seat cover Disp.	Trash Cans	Mirrors	Feminine Product Disp.	Sanitary Box	Baby Station	Exhibit Hall Square Feet	Public Space Square Feet	Office/ Back of House Square Feet	Remarks
1	201F	5	9	0	9	4	4	9	2	5	1	9	1		345		West Entrance
1	200M	5	5	4	5	2	4	4	2	5	0	0	1		345		West Entrance
2	206M	5	4	5	4	3	4	4	3	5	0	0	1		336		SW Central Lobby
2	207F	5	8	0	8	2	4	8	2	5	1	8	1		336		SW Central Lobby
2	208M	5	4	5	4	2	4	4	3	5	0	0	1		336		NE Central Lobby
2	209F	5	9	0	9	2	4	8	2	5	1	9	1		336		NE Central Lobby
2	224M	5	5	4	5	3	4	1	3	5	0	0	1	336			SE C Hall
2	225F	5	9	0	9	3	4	1	3	5	2	9	1	336			SE C Hall
2	226M	5	5	4	5	3	5	1	3	5	0	0	0	336			NE C Hall
2	227F	5	9	0	9	3	4	1	3	5	2	9	0	336			NE C Hall
2	228M	5	5	4	5	3	4	1	3	5	0	0	0	294			NW C Hall
2	229F	5	9	0	9	3	4	1	3	5	2	9	0	294			NW C Hall
2	Admin Rear M	4	2	1	2	2	4	1	2	2	0	0	0			256	Back of Admin Office
2	Admin Rear F	4	3	0	3	2	4	3	2	3	0	3	0			256	Back of Admin Office
2	248m	1	1	0	1	1	1	0	1	1	0	0	0			48	Dock 7 Security
2	249F	1	1	0	1	1	1	0	1	1	0	0	0			60	Dock 7 Security
3	311F	5	9	0	9	5	4	1	3	5	2	9	0		336		SW Central Lobby
3	312M	5	5	4	5	5	4	1	3	5	0	0	0		336		SW Central Lobby
3	313F	5	9	0	9	3	4	1	3	5	1	9	1		300		NE Central Lobby
3	314M	4	5	4	5	5	4	1	3	2	0	0	0		300		NE Central Lobby
4	400M	5	5	4	5	5	5	2	3	2	0	0	0		336		N of Meeting Rm 414
4	401F	5	9	0	9	3	5	2	3	2	2	9	0		336		N of Meeting Rm 414
4	402M	5	5	4	5	5	4	1	3	2	0	0	0		336		SW Central Lobby
4	403F	5	9	0	9	5	4	1	3	2	2	9	0		336		SW Central Lobby
4	404M	5	5	4	5	5	4	1	3	2	0	0	0		336		NW Central Lobby
4	405F	5	9	0	9	4	3	1	3	2	2	9	0		336		NW Central Lobby
4	406M	4	5	4	5	5	4	1	3	2	0	0	0		320		NE Central Lobby
4	407F	4	8	0	8	5	4	1	3	2	2	7	0		320		NE Central Lobby
	Zone 3 Totals	127	171	51	171	94	108	61	74	100	20	108	9	1932	5962	620	

ATTACHMENT E

ORANGE COUNTY CONVENTION CENTER

RESTROOM FIXTURES

WEST BUILDING																	
ZONE 4																	
Level	Restroom #	Sinks	Commodes	Urinals	Toilet Tissue Disp.	Paper Towel Disp.	Soap disp.	Seat cover Disp.	Trash Cans	Mirrors	Feminine Product Disp.	Sanitary Box	Baby Station	Exhibit Hall Square Feet	Public Space Square Feet	Office/ Back of House Square Feet	Remarks
2	Admin Front M	1	1	0	1	0	1	1	1	1	0	0	0			105	W of Admin Reception
2	Admin Front F	1	1	0	1	0	1	1	1	1	0	0	0			120	W of Admin Reception
2	255F	5	5	0	5	4	4	1	2	5	1	4	1	228			SW Hall D2
2	256M	6	3	12	3	5	4	1	2	6	0	0	1	380			SW Hall D2
2	257F	7	10	0	10	3	6	1	2	7	2	10	0	513			NW Hall D2
2	258M	7	3	12	3	4	7	1	2	7	0	0	1	399			NW Hall D2
2	259F	16	48	0	48	4	10	48	6	14	48	2	2		384		NW D2 Lobby
2	260M	10	21	16	21	5	8	21	5	10	0	0	1		384		NW D2 Lobby
2	261F	8	30	0	30	5	8	1	3	8	2	28	1		696		SW D2 Lobby
2	262M	7	11	14	11	4	7	1	3	7	0	0	1		288		SW D2 Lobby
2	263F	4	4	0	4	2	3	1	3	4	1	4	1		154		E of Meeting Rm 223
2	264M	4	3	2	3	3	4	3	2	5	0	0	1		154		E of Meeting Rm 223
3	315F	3	2	0	2	2	3	1	2	3	1	2	0			210	West Mezzanine
3	316M	3	2	2	2	2	3	1	2	3	0	0	0			182	West Mezzanine
3	317F	3	2	0	2	2	3	1	2	3	1	2	0			143	West Mezzanine
3	318M	3	1	1	1	2	3	1	2	3	0	0	0			143	West Mezzanine
3	319F	5	7	0	7	3	4	1	2	5	1	6	0			368	East Mezzanine
3	320M	5	6	3	6	2	4	1	2	5	0	0	0			480	East Mezzanine
3	321F	4	4	0	4	2	2	1	2	1	1	2	0		196		S of International Conference Room
3	322M	4	2	2	2	2	2	1	2	1	0	0	0		196		S of International Conference Room
	Zone 4 Totals	106	166	64	166	56	87	89	48	99	58	60	10	1520	2452	1751	

ATTACHMENT E

ORANGE COUNTY CONVENTION CENTER

RESTROOM FIXTURES

WEST BUILDING				ZONE 5													
Level	Restroom #	Sinks	Commodes	Urinals	Toilet Tissue Disp.	Paper Towel Disp.	Soap disp.	Seat cover Disp.	Trash Cans	Mirrors	Feminine Product Disp.	Sanitary Box	Baby Station	Exhibit Hall Square Feet	Public Space Square Feet	Office/ Back of House Square Feet	Remarks
2	265F	5	2	0	2	1	4	2	2	5	0	2	1		186		NW D2 Reg. Lobby
2	266M	3	3	2	3	2	2	3	2	3	0	0	1		186		NW D2 Reg. Lobby
2	267F	6	14	0	14	2	7	14	2	4	1	14	1		369		E of Meeting Rm 230
2	268M	6	3	5	3	2	5	3	2	4	0	0	1		369		E of Meeting Rm 230
2	269F	3	5	0	5	2	3	5	2	2	1	5	1		440		Across from Meeting Rm 231
2	270M	4	2	3	2	2	3	2	2	2	0	0	1		440		Across from Meeting Rm 231
2	271F	6	11	0	11	2	5	11	2	4	1	11	1		384		S of Meeting Rm 240
2	272M	6	3	3	3	2	5	1	2	4	0	0	1		384		S of Meeting Rm 240
2	273F	6	13	0	13	2	5	1	2	3	1	13	1		599		NW E/F Lobby
2	274M	6	4	7	4	1	5	4	2	4	0	0	1		554		NW E/F Lobby
2	275F	8	20	0	20	3	7	20	2	8	1	20	1	659			NE Hall E2
2	276M	5	6	6	6	2	4	6	2	5	0	0	1	614			NE Hall E2
2	277F	9	23	0	23	3	7	23	3	9	1	23	1	675			SE Hall E1
2	278M	7	6	6	6	3	5	6	3	7	0	0	0	649			SE Hall E1
2	279F	9	16	0	16	3	7	16	3	5	1	16	1	643			SW Hall E2
2	280M	7	5	6	5	2	6	5	2	4	0	0	1	600			SW Hall E2
2	281F	9	16	0	16	3	7	16	3	5	1	16	1	678			NW Hall E1
2	282M	7	5	5	5	2	5	5	2	4	0	0	1	623			NW Hall E1
3	323F	6	18	0	18	2	5	18	2	4	1	18	1	777			E of Meeting Rm 330
3	324M	6	4	7	4	2	5	4	2	2	0	0	1	777			E of Meeting Rm 330
3	325F	6	13	0	13	2	5	13	2	4	1	13	1	599			W of Meeting Rm 332
3	326M	4	3	4	4	3	3	3	2	2	0	0	1	554			W of Meeting Rm 332
3	327F	6	11	0	11	2	5	11	2	4	1	11	1	384			S of Meeting Rm 340
3	328M	6	3	4	3	2	5	3	2	4	0	0	1	384			S of Meeting Rm 340
	Zone 5 Totals	146	209	58	210	52	120	195	52	102	11	162	23	5141	7386	0	
West Building totals																	
		640	914	285	917	361	538	462	322	564	124	571	74	19418	25664	2875	

ATTACHMENT E

ORANGE COUNTY CONVENTION CENTER

RESTROOM FIXTURES

NORTH BUILDING				ZONE 1													
Level	Restroom #	Sinks	Commodes	Urinals	Toilet Tissue Disp.	Paper Towel Disp.	Soap disp.	Seat cover Disp.	Trash Cans	Mirrors	Feminine Product Disp.	Sanitary Box	Baby Station	Exhibit Hall Square Feet	Public Space Square Feet	Office/ Back of House Square Feet	Remarks
1	101-604F	7	15	0	15	3	7	15	3	7	1	15	0	676			Hall NA1 Dockside
1	101-605M	7	5	5	5	3	7	5	3	7	0	0	0	494			Hall NA1 Dockside
1	101-607M	3	2	2	2	3	3	2	3	3	0	0	0	387			Hall NA2 Dockside
1	101-606F	3	5	0	5	3	3	5	3	3	1	5	0	447			Hall NA2 Dockside
2	201-605M	5	4	3	4	4	5	4	2	5	0	0	1		350		West of Rm N220
2	201-604F	6	11	0	11	3	6	11	2	6	1	11	0		475		West of Rm N220
2	201-602F	5	10	0	10	3	5	10	3	5	1	10	1		638		West of Rm N210
2	201-601M	4	4	3	4	3	4	4	3	4	0	0	1		474		West of Rm N210
3	301-604F	5	9	0	9	3	5	9	3	5	1	9	1		560		West of Rm N310
3	301-603M	4	3	3	3	3	4	3	3	4	0	0	1		260		West of Rm N310
3	301-606M	7	5	5	5	3	7	5	3	7	0	0	0		430		West of Rm N320
3	301-605F	7	15	0	15	3	7	15	3	7	1	15	0		525		West of Rm N320
1	103-603M	10	9	7	9	3	10	9	3	10	0	0	0	948			Hall NA1 West Wall
1	103-602F	13	25	0	25	4	12	25	3	13	1	25	1	1172			Hall NA1 West Wall
1	103-610F	7	13	0	13	4	7	13	3	7	1	13	1	1034			Hall NA2 Pod
1	103-611M	7	5	4	5	3	7	5	3	7	0	0	1	540			Hall NA2 Pod
1	103-605M	7	5	5	5	3	6	5	3	7	0	0	1	748			Hall NA2 West Wall
1	103-604F	7	15	0	15	3	7	15	3	7	1	15	1	924			Hall NA2 West Wall
	Zone 1 Totals	114	160	37	160	57	112	160	52	114	9	118	10	7370	3712	0	

ATTACHMENT E

ORANGE COUNTY CONVENTION CENTER

RESTROOM FIXTURES

NORTH BUILDING				ZONE 2													
Level	Restroom #	Sinks	Commodes	Urinals	Toilet Tissue Disp.	Paper Towel Disp.	Soap disp.	Seat cover Disp.	Trash Cans	Mirrors	Feminine Product Disp.	Sanitary Box	Baby Station	Exhibit Hall Square Feet	Public Space Square Feet	Office/ Back of House Square Feet	Remarks
1	102-606	1	1	0	1	1	1	1	1	1	0	0	0			112	Dock master
1	106-603	1	1	0	1	1	1	1	1	1	0	0	0			48	Security
1	106-604	1	1	0	1	1	1	1	1	1	0	1	0			48	Security
1	102-601F	7	15	0	15	3	7	15	3	7	1	15	1	679			Hall NB Dockside
1	102-602m	7	5	5	5	3	7	5	3	7	0	0	0	525			Hall NB Dockside
2	202-604M	5	4	3	4	3	5	4	3	6	0	0	1		350		West of Rm N230
2	202-603F	6	11	0	11	3	6	11	3	6	1	11	0		475		West of Rm N230
3	302-601F	7	15	0	15	3	7	15	3	7	1	13	0		430		West of Rm N330
3	302-602M	7	5	5	5	3	7	5	3	7	0	0	0		525		West of Rm N330
1	104-605F	7	13	0	13	3	7	13	3	7	1	13	1	1034			Hall NB West Wall
1	104-606M	7	5	4	5	3	7	5	3	7	0	0	1	540			Hall NB West Wall
1	104-601F	7	13	0	13	3	7	13	3	7	1	13	1	850			Hall NB Pod
1	104-602M	7	5	4	5	3	7	5	3	7	0	0	1	630			Hall NB Pod
	Zone 2 Totals	70	94	21	94	33	70	94	33	71	5	66	6	4258	1780	208	

ATTACHMENT E

ORANGE COUNTY CONVENTION CENTER

RESTROOM FIXTURES

SOUTH BUILDING				ZONE 3													
Level	Restroom #	Sinks	Commodes	Urinals	Toilet Tissue Disp.	Paper Towel Disp.	Soap disp.	Seat cover Disp.	Trash Cans	Mirrors	Feminine Product Disp.	Sanitary Box	Baby Station	Exhibit Hall Square Feet	Public Space Square Feet	Office/ Back of House Square Feet	Remarks
1	103-612M	7	5	4	5	3	7	5	3	7	0	0	1	540			Hall SA2 Pod
1	103-613F	7	13	0	13	3	7	13	3	7	1	13	1	1034			Hall SA2 Pod
1	103-609F	13	25	0	25	4	13	25	3	13	1	25	0	1034			Hall SA1 West Wall
1	103-608M	10	9	7	9	3	10	9	3	10	0	0	0	540			Hall SA1 West Wall
1	103-607F	7	15	0	15	3	7	15	3	7	1	15	1	1034			Hall SA2 West Wall
1	103-606M	7	5	5	5	3	7	5	3	7	0	0	1	540			Hall SA2 West Wall
1	105-602F	7	15	0	15	3	7	15	3	7	1	15	0	1034			Hall SA1 Dockside
1	105-603M	7	5	5	5	3	7	5	3	7	0	0	0	540			Hall SA1 Dockside
1	105-607F	3	5	0	5	3	3	5	3	3	1	5	0	1034			Hall SA2 Dockside
1	105-608M	3	2	2	2	3	3	2	3	3	0	0	0	540			Hall SA2 Dockside
2	205-604M	5	4	3	4	3	5	4	3	6	0	0	1		540		West of Rm S220
2	205-603F	6	11	0	11	3	6	11	2	6	1	11	0		1034		West of Rm S220
2	205-602F	5	10	0	10	3	5	10	3	5	1	10	1		1034		West of Rm S210
2	205-601M	4	4	3	4	3	3	4	3	4	0	0	0		540		West of Rm S210
3	305-605F	7	15	0	15	3	7	15	3	7	1	15	0		1034		West of Rm S320
3	305-606M	7	5	5	5	3	7	5	3	7	0	0	0		540		West of Rm S320
3	305-603F	5	9	0	9	3	5	9	3	5	1	9	1		540		West of Rm S310
3	305-604M	4	3	3	3	3	4	3	3	4	0	0	1		1034		West of Rm S310
	Zone 3 Totals	114	160	37	160	55	113	160	53	115	9	118	8	7870	6296	0	

ATTACHMENT E

ORANGE COUNTY CONVENTION CENTER

RESTROOM FIXTURES

SOUTH BUILDNG			ZONE 4														
Level	Restroom #	Sinks	Commodes	Urinals	Toilet Tissue Disp.	Paper Towel Disp.	Soap disp.	Seat cover Disp.	Trash Cans	Mirrors	Feminine Product Disp.	Sanitary Box	Baby Station	Exhibit Hall Square Feet	Public Space Square Feet	Office/ Back of House Square Feet	Remarks
1	106-601M	7	5	5	5	3	7	5	3	7	0	0	1	540			Hall SB Dockside
1	106-602F	7	15	0	15	3	7	15	3	7	1	15	0	1034			Hall SB Dockside
1	104-607M	7	5	4	5	3	7	5	3	7	0	0	1	540			Hall SB East Wall
1	104-608F	7	13	0	13	3	7	13	3	7	1	13	1	1034			Hall SB East Wall
1	104-603M	7	5	4	5	3	7	5	3	7	0	0	1	540			Hall SB Pod
1	104-604F	7	13	0	13	3	7	13	3	7	1	13	1	1034			Hall SB Pod
2	206-604M	5	4	3	4	3	5	4	3	5	0	0	1		350		West of Rm S230
2	206-603F	6	11	0	11	3	6	11	2	6	1	11	0		475		West of Rm S230
3	306-601M	2	5	5	5	3	7	5	3	7	0	0	0		525		West of Rm S330
3	306-602F	7	15	0	15	3	7	15	3	7	1	15	0		430		West of Rm s330
	Zone 4 Totals	62	91	21	91	30	67	91	29	67	5	67	6	4722	1780	0	
North/South Building totals		360	505	116	505	175	362	505	167	367	28	369	30	24220	13568	208	

ATTACHMENT F
ORANGE COUNTY CONVENTION CENTER
ELEVATORS/ESCALATORS/MOVING SIDEWALKS

Elevators: North Concourse – 6
 South Concourse – 5
 Oversight Bridge – 2
 West Building – 20
 Hyatt Skyway Bridge - 2

Escalators: North Concourse – 16
 South Concourse – 16
 West Building – 37
 Hyatt Skyway Bridge- 2

Moving
Sidewalks: Oversight Bridge - 6

Attachment G

Pictures

N/S CONCOURSE ARCHITECTURAL STRUCTURES



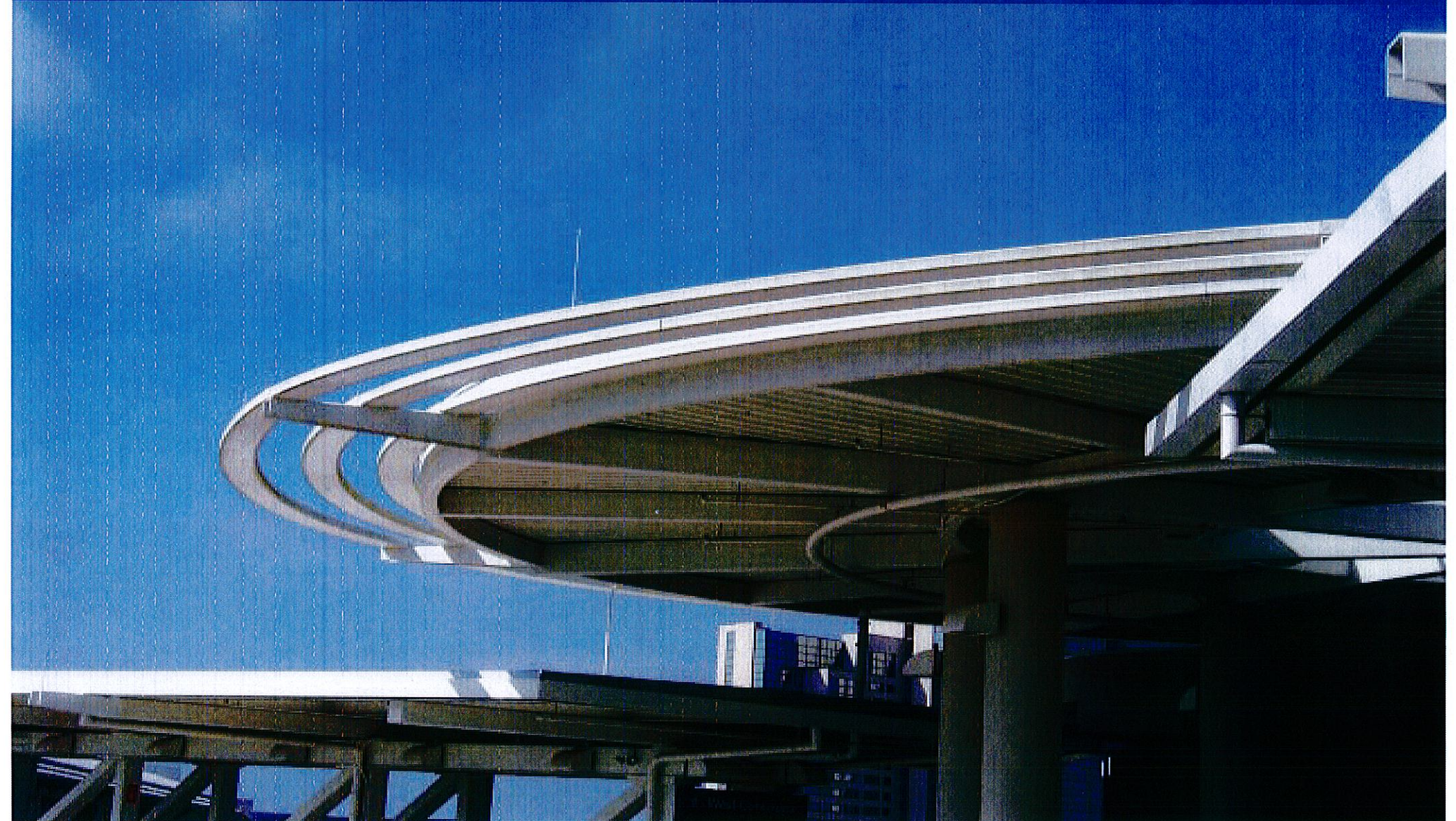
N/S BUS LANE OVERHANG



N/S ALUCOBON PANELS



OUTER RINGS OVERSIGHT BRIDGE HUBS



OVERSIGHT BRIDGE CORRUGATED CEILING



CEILING OUTER RAIL OF OVERSIGHT BRIDGE



45 DEGREE ANGLE BEAMS ON OVERSIGHT BRIDGE



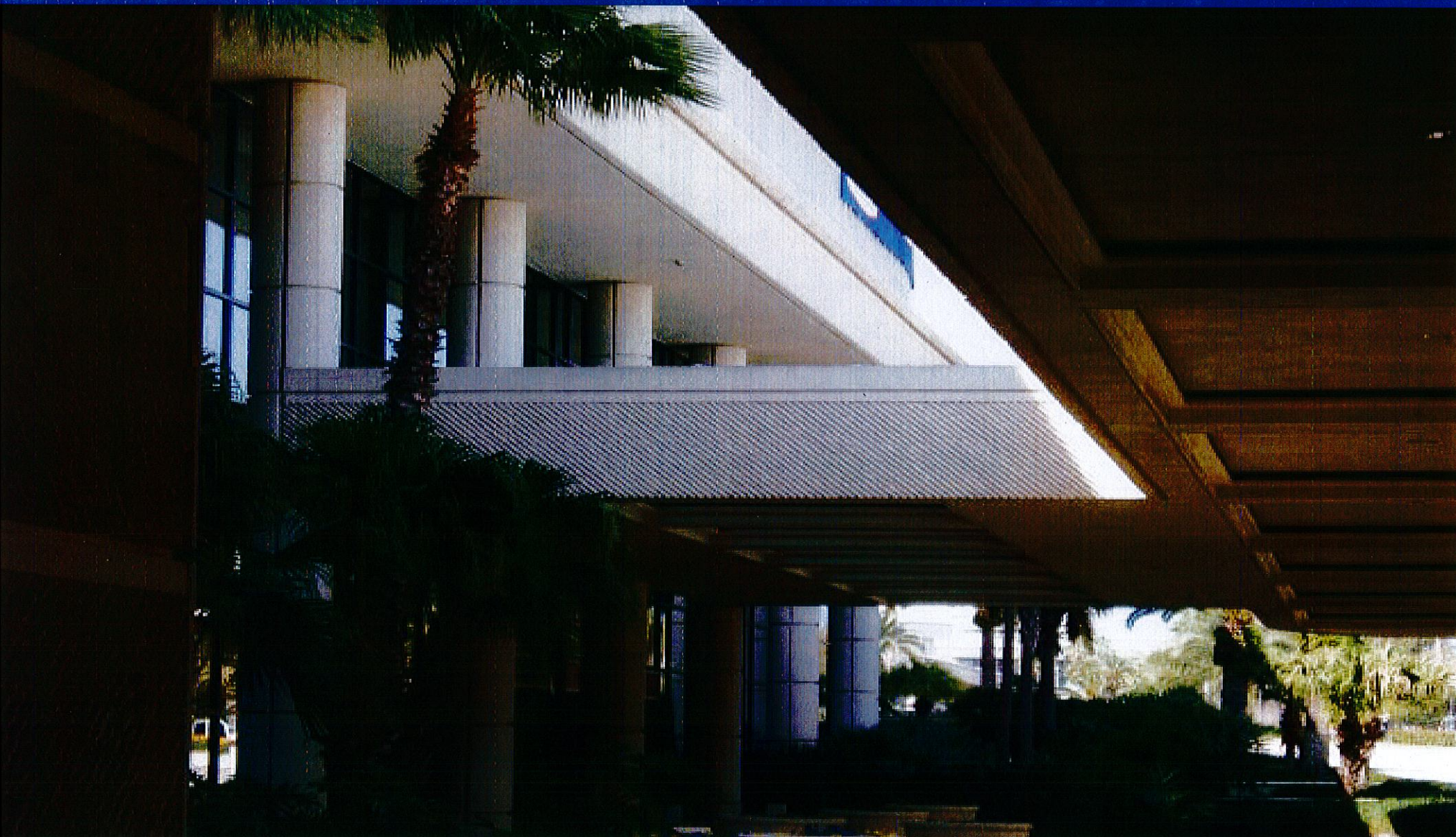
SAFETY GUARD ON OVERSIGHT BRIDGE OVER I-DRIVE



WEST BUILDING COPING



WEST BUILDING BUS LANE OVERHANG CONNECTORS



WEST ENTRANCE ARCHITECTURAL STRUCTURE



ATTACHMENT H

GREEN DEFINITIONS and REFERENCES

- APPA: Leadership in Educational Facilities: Formerly the Association of Physical Plant Administrators of over 5,500 facility professionals that promotes best practices, research, publications, professional, development, and credentialing. www.appa.org
- California Code of Regulations: As a referenced standard of the USGBC LEED for Existing Buildings Certification; Pursuant to section 41712 of the Health and Safety Code, the California Air Resources Board (ARB) has adopted maximum allowable VOC levels for cleaning and maintenance products. Products must comply with applicable percent VOC by weight standards listed in the Table of Standards in section 94509(a) of Title 17, California Code of Regulations, Division 3, Chapter 1, Subchapter 8.5, Article 2, Consumer Products, sections 94507-94517 www.green.ca.gov/EPP/building/cleaning.htm
- Carpet Rug Institute: identifies effective carpet cleaning solutions and equipment that clean carpet to a certain standard of quality set forth by the Carpet Rug Institute. www.carpet-rug.org/commercial-customers/cleaning-and-maintenance/seal-of-approval-products
- Eco-Logo/Environmental Choice – a North American environmental standard and certification mark that provides consumers with assurance that the products and services bearing the logo meet stringent standards of environmental leadership. www.ecologo.org
- Green Seal: Green Seal is a 501(c)(3) non-profit organization that provides environmental certification standards for products and services. www.greenseal.org/
- Green/Sustainable Products: Green or Environmentally Preferred Products are those that have a lesser or reduced adverse impact on human health and the environment when compared with competing products that serve the same purpose. By using environmentally preferred products the OCCC will reduce Carbon dioxide emissions, conserve energy, reduce materials going into landfills, support the local economy, and encourage development of "green" products. <http://www.epa.gov/epp/pubs/cleaning.htm>
- ISO 14001 Environmental Management System: An international standard that OCCC as registered and been certified under to identify and control the environmental impact of its activities, products or services, and to improve its environmental performance continually, and to implement a systematic approach to setting environmental objectives and targets, to achieving these and to demonstrating that they have been achieved. www.occc.net/Community/green_environmental.asp
- LEED for Existing Building Certification: A rating system developed by the U.S. Green Building Council that focuses on the areas of sustainable operations and maintenance in buildings. www.usgbc.org
- Recycling: the collection, reprocessing, marketing and use of materials that were diverted or recovered from the solid waste stream. <http://www.epa.gov/wastes/conserve/rrrr/recycle.htm>
- Volatile Organic Compounds (VOCs): as defined by the Environmental Protection Agency, any compound of carbon, excluding carbon monoxide, carbon dioxide, carbonic acid, metallic carbides or carbonates, and ammonium carbonate, which participates in atmospheric photochemical reactions. www.epa.gov/ttn/naaqs/ozone/ozonetech/def_voc.htm

ATTACHMENT I

BANNED CHEMICALS

September 22, 2017

- Tetrachloroethylene (also "perchloroethylene")
- Trichloroethylene
- Methylene chloride
- 1,1,1 Trichloroethane
- Chlorobenzene
- Trichlorofluoromethene
- 1,1,2 Trichloroethane
- Cresol
- Cresylic acid
- Nitrobenzene
- Toluene
- Methyl Ethyl Ketone (MEK)
- Carbon Disulfide
- Pyridine
- Benzene