

**February 27, 2020**  
**Orange County Library System**  
**Orlando, FL 32801**  
**REQUEST FOR PROPOSAL (RFP) OCLS-20-001**  
**ADDENDUM # 1**

**Janitorial Services for OCLS Branch Locations**

This Addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall take precedence over the original documents. Additions are indicated by **underlining** and deletions via ~~strikethrough~~.

**A. The Proposal Opening Date remains April 6, 2020 at 3:00PM**

**B. Correction:**

On page 6, General Terms and Conditions Item 4 "Inspection of Facilities/Areas" the Facilities and Operations Manager's e-mail reads [Derndush.Brian@OCLS.INFO](mailto:Derndush.Brian@OCLS.INFO).

**The e-mail should read [Dornbush.Brian@ocls.info](mailto:Dornbush.Brian@ocls.info).**

**C. Questions and Answers**

1. **Question:** Where can I obtain a copy of the current Janitorial Services Contract for OCLS?

**Answer:** The current Janitorial Services Contract can be located here:

[http://apps.ocfl.net/orangebids/Bid\\_Addenda.asp?PrinterFriendly=1&Visitor=Guest&OID=208801&OrangeBids=1&Plans=](http://apps.ocfl.net/orangebids/Bid_Addenda.asp?PrinterFriendly=1&Visitor=Guest&OID=208801&OrangeBids=1&Plans=)

Note, the new contract and scope of services to be provided is based closer to Orange County Contract Y18-163 which can be located here:

<http://apps.ocfl.net/OrangeBids/Termcontracts/listtermcontract.asp?ID=139592&CT=application/pdf&FN=Y18-163B.pdf>

**D. ACKNOWLEDGEMENT OF ADDENDA**

1. The bidder shall acknowledge receipt of this addendum by completing that applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid.
2. All other terms and conditions of the RFQ remains the same.
3. Receipt acknowledge by:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm

file copy  
6/30/14

**AGREEMENT FOR JANITORIAL SERVICE FOR BRANCH LOCATIONS**  
**between**

**THE ORANGE COUNTY LIBRARY DISTRICT**  
**and**

**FLORIDA CLEANING SYSTEMS, INC.**

This Agreement is between the Orange County Library District, an independent special district created and established by the legislature of the State of Florida (the "Library"), and Florida Cleaning Systems, Inc., a Florida corporation, (the "Contractor").

The Library issued an Invitation to Bid on 5/12/2014, pursuant to which the Library has selected the Contractor as the most responsive, responsible bidder whose overall bid, qualifications, price and references demonstrated to be the most advantageous to the Library and the Library now desires to enter into this Agreement with the Contractor to perform some or all of the services set forth in the Invitation to Bid.

The Library and the Contractor therefore agree as follows:

1. **Contract Documents.** The following documents are incorporated into by reference and made part of this Agreement (collectively the "Contract Documents"):
  - a. The Library's Request for Qualifications for the Orange County Library System Janitorial Services for Branch Locations;
  - b. The Contractor's response to the Request for Qualifications;
  - c. The Contractor's Bid Form and any additional documents which were required to be submitted by the Contractor pursuant to the Contract Documents.

In the event of a conflict between the Contract Documents or an ambiguity or missing specification or instruction, the following priority is established: (i) specific written direction from the Library, (ii) this Agreement, (iii) the Library's Request for Qualifications.

2. **Scope of Services.**
  - a. The Contractor shall diligently and timely perform the services requested by the Library under the terms, conditions and specifications of the Contract Documents and this Agreement and as outlined in the Scope of Work portion of the Invitation to Bid (the "Services") attached hereto as **Attachment A**. From time-to-time, the Library may request changes in the Services. Such changes will not be binding unless mutually agreed to in writing and signed by the Library and the Contractor.

- b. The Contractor represents and warrants to the Library that the Contractor (i) possesses all qualifications, licenses, and expertise required for the provision of the Services, with personnel fully licensed by the State of Florida, (ii) all personnel assigned to perform the Services shall be, at all times during the term, fully qualified and trained to perform the tasks to which they are assigned, (iii) the Services will be performed in the manner and at such times and locations as required by the Library and for the budgeted amount, and (iv) the person executing this Agreement on behalf of the Contractor is duly authorized to execute and fully bind the Contractor as a party to this Agreement.
- c. All subcontractors used by the Contractor, if any, shall be paid by the Contractor and not paid by the Library. All liabilities regarding payment to or use of such subcontractors for any of the Services related to this Agreement shall be borne solely by the Contractor.
- d. Services shall be performed and completed by the Contractor to the satisfaction of the Library.

3. **Term.** The initial term of this Agreement shall be for 12 months, beginning on August 1st, 2014 and ending on July 30th, 2015. This Agreement may, by mutual written agreement of the parties, be extended for up to five additional one-year terms.

4. **Termination.** The Library may for any reason whatsoever terminate this Agreement upon thirty days written notice to the Contractor. Contractor shall give no less than ninety (90) days written notice to the Library prior to termination without cause. In the event of termination, the Contractor shall cease work and shall deliver to the Library all documents, including reports, surveys, plans, tracings, specifications, and all other data and material prepared or obtained by the Contractor in connection with this Agreement. The Library shall, upon delivery of the aforesaid documents, pay the Contractor for work completed and approved by the Library. Payment for work completed will constitute payment in full for services performed by Contractor.

5. **Payment.** The Contractor shall perform the Services and provide equipment and materials for \$16,769.69 a month. Contractor shall invoice the Library monthly and said invoice must show the monthly charges for each location. All invoices received by the Library are payable within thirty days from the date of receipt, provided they have first been approved by the Library's Facilities and Operations Assistant Manager. Funding for this Agreement is contingent on the availability of funds and this Agreement is subject to amendment or termination due to a lack or reduction of funds upon ten days written notice to Contractor. All Invoices must be directed to Facilities & Operations Department, Orange County Library System, 101 E. Central Blvd., Orlando, Florida, 32801.

6. **Indemnification; limitation of liability.**

- a. The Contractor has visited the worksites and is familiar with the local conditions under which the Services are to be performed, and relieves the Library from all liability with regard to any matter not immediately brought to the attention of the Library.
- b. The Contractor shall defend, indemnify, and hold harmless the Library, its officers, directors, and employees from and against all claims, damages, losses, and expenses, (including but not limited to fees and charges of attorneys or other professionals and

court and arbitration or other dispute resolution costs) arising out of or resulting from: (i) the performance of Services by the Contractor or any person or organization directly or indirectly employed by the Contractor to perform or furnish any of the services or anyone for whose acts any of them may be liable, (ii) breach of the terms of this Agreement by the Contractor or any person or organization directly or indirectly employed by the Contractor to perform or furnish any of the services or anyone for whose acts any of them may be liable, (iii) violations of applicable law by any person or organization directly or indirectly employed by the Contractor to perform or furnish any of the services or anyone for whose acts any of them may be liable, (iv) disease or death of third parties (including Library employees and agents and those of the Contractor), or (v) damage to property to the extent attributable to the negligence or willful misconduct of the Contractor or any person or organization directly or indirectly employed by the Contractor to perform or furnish any of the services or anyone for whose acts any of them may be liable.

- c. The Contractor is fully responsible to the Library for all acts and omissions of the Contractor, its employees, subcontractors, suppliers, or other persons directly or indirectly employed by its subcontractors or suppliers, and any other persons or organizations performing or furnishing services or supplies under a direct or indirect agreement with the Contractor. Nothing in the Contract Documents shall create a contractual relationship between the Library and any such subcontractor, supplier or other persons or organization, nor shall it create an obligation on the party of the Library to pay or cause the payment of any money due to a subcontractor, supplier, employee, or agent.
- d. Nothing contained in this Agreement is in any way intended to be a waiver of the limitation placed upon the Library's liability as set forth in chapter 768 of the Florida Statutes. The Library does not waive sovereign immunity, and no claim or award against the Library shall include attorney's fees, investigative costs, or pre-judgment interest.

7. **Insurance.**

- a. The Contractor shall, at its expense, procure and maintain during the term of this Agreement insurance approved by Library of the following types or such other insurance as the Library may require from time to time:

- (1) **Worker's Compensation:** for all employees engaged in the scope of work under this Agreement. In case any employee engaged in hazardous work on the project is not protected under the Worker's Compensation statute, the Contractor shall provide employer's liability insurance.

Coverage A - Worker's Compensation - Statutory

Coverage B - Employer's Liability - \$100,000.00

- (2) **Comprehensive General Liability Insurance:** a combined single limit for personal injury and property accident of \$500,000.00 per occurrence, \$1,000,000.00 combined single limit.

(3) **Business Automobile Liability Insurance:** a combined single limit for bodily injury and property damage per accident of \$1,000,000 covering “any auto”; and mandatory limits for personal injury protection and uninsured motorist coverage.

b. On or before August 1, 2014, the Contractor shall furnish the Library certificates of insurance evidencing compliance with the coverage requirements in this section 7 and providing for thirty days written notice of any change, cancellation, or non-renewal. The certificates must contain the following words: “*Should any of the above described policies be canceled before the expiration date, the issuing company will mail a thirty day notice to the certificate holder named herein.*” If an insurance policy expires during the term of this Agreement, a renewal certificate shall be filed with the Library thirty days prior to the renewal date.

8. **Compliance with federal, state, and local laws.** The Contractor shall comply with all applicable federal, state, and local laws and ordinances, including: Provisions of subsection 287.133(2)(a) of Florida Statutes.

9. **Ownership of documents.** All documents, including detailed reports, plans, original tracings, specifications, and all other data, prepared or obtained by the Contractor in connection with the services hereunder shall be delivered to, and shall become the property of the Library prior to the final payment to or upon completion of work by the Contractor.

10. **Attorney’s fees.** If the Library is required to institute or defend any legal proceedings in connection with this Agreement, the Contractor shall pay the costs thereof, together with reasonable attorney’s fees for the Library’s attorney in the event such legal proceedings are terminated in favor of the Library.

11. **Ambiguities.** Both parties have been allowed equal input regarding the terms and wording of this Agreement and have had the benefit of consultation with legal counsel prior to its execution, such that all language herein shall be construed equally against the parties, and no language shall be construed strictly against its drafter.

12. **Headings.** The headings or captions of sections or paragraphs used in this Agreement are for convenience of reference only and are not intended to define or limit their contents, nor are they to affect the construction of or to be taken into consideration in interpreting this Agreement.

13. **Modification; Waiver.** No provision of this Agreement may be modified, waived, or discharged unless that modification, waiver, or discharge is agreed to in a writing signed by both parties, and if necessary, approved by the Library’s Board of Directors. No waiver by either party of any breach of this Agreement by the other party will constitute a waiver of any other breach occurring at the same time or before or after.

14. **Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby and shall remain enforceable to the greatest extent permitted by law.

15. **Governing Law; Venue.** This Agreement shall be governed by and construed in accordance with laws of the State of Florida, and venue for any action arising out of or related to this Agreement shall be in the Circuit Court for the Ninth Judicial Circuit in Orange County, Florida.

16. **Entire agreement.** This Contract contains the entire agreement of the parties with respect to the services to be performed under the Invitation to Bid. Previous agreements and understandings of the parties with respect to such matters are null and void and of no effect.

17. **Notices.**

- a. For a notice or other communication under this Agreement to be valid, it must be in writing and signed by the sending party, and the sending party must use one of the following methods of delivery: (i) personal delivery; (ii) registered or certified mail, in each case return receipt requested and postage prepaid; and (iii) nationally recognized overnight courier, with all fees prepaid.
- b. For a notice or other communication under this Agreement to be valid, it must be addressed to the receiving party at the one or more addresses listed below for the receiving party or to any other addresses designated by the receiving party in a notice in accordance with this section 17.

If to Library:

Pam Bergner  
Purchasing Manager  
Orange County Library system  
101 E Central Blvd.  
Orlando, Florida 32801

If to the Contractor:

Pat Lamb  
Director of Business Development  
Florida Cleaning Systems, Inc.  
624 Douglas Ave., Ste 1420  
Altamonte Springs, Florida 32714

- c. Subject to section 17(d), a valid notice or other communication under this Agreement is effective when received by the receiving party. A notice or other communication is deemed to have been received as follows:

- (1) If it is delivered in person or sent by registered or certified mail or by nationally recognized overnight courier, upon receipt as indicated by the date on the signed receipt; and

(2) If the receiving party rejects or otherwise refuses to accept it, or if it cannot be delivered because of a change in address for which no notice was given, then upon the rejection, refusal, or inability to deliver.

d. If a notice or other communication is received after 5:00 p.m. on a business day at the location specified in the address for the receiving party, or on a day that is not a business day, then the notice is deemed received at 9:00 a.m. on the next business day.

18. **Public records.** The Library is subject to the public records law in Chapter 119 of the Florida Statutes. The public has access to all documents and information pertaining to the Library's contracts, subject to Chapter 119 of the Florida Statutes. To the extent the Contractor is acting on behalf of the Library as provided under Subsection 119.011(2) of the Florida Statutes, the Contractor shall:

a. Keep and maintain public records that ordinarily and necessarily would be required by the Library in order to perform the services under this Agreement.

b. Provide the public with access to public records on the same terms and conditions that the Library would provide the records and at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or otherwise provided by law.

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

d. Meet all requirements for retaining public records and transfer, at no cost, to the Library, all public records in possession of the Contractor upon expiration, or termination, of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the Library in a format that is compatible with the information technology systems of the Library.

19. **Assignability.** The Contractor shall not assign any interest in this Agreement, and shall not transfer any interest in same, whether by assignment or novation, without the prior written approval of the Library.

20. **Independent contractor.** The Contractor is and shall remain an independent contractor and not an employee of the Library.

21. **Compliance with the laws.** The Contractor shall comply with and observe all applicable federal, state, and local laws, rules, regulations, codes and ordinances, as they may be amended from time-to-time.

22. **Effective Date.** This Agreement will become effective when both parties have signed it. The date this Agreement is signed by the second party to sign it (as indicated by the date associated with that party's signature) will be deemed the date of this Agreement.



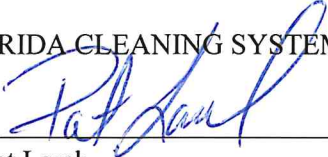
ORANGE COUNTY LIBRARY DISTRICT

Date: 6-30-2014

By:   
~~Bob Tessier~~ PATRICIA QUIÑONES  
~~Comptroller~~ FINANCE MANAGER

FLORIDA CLEANING SYSTEMS, INC.

Date: 6/24/2014

By:   
Pat Lamb  
Director of Business Development

ATTACHMENT A

**Orange County Library System  
Janitorial Services for Branch Locations Invitation to Bid**

**ATTACHMENT C BID FORM**

Submitting Contractor Florida Cleaning Systems, Inc. Bid Issued Date: 05/12/2014  
 Name: Florida Cleaning Systems, Inc. Bid Due Date: 05/19/2014  
 Address: <sup>614</sup>1428 Douglas Ave., Ste 1420  
Allamonte Springs, FL 32714  
 Phone: 407-268-4035  
 email: pat@fcsiservices.com

**ORIGINAL**

Location	Address	SQ. FEET	\$ per SQ FT	\$ per month	\$ per year
ALAFAYA	17000 E. Colonial	12,000	.1162	\$1,394.40	\$16,732.80
EATONVILLE	200 E. Kennedy	6,600	.1177	\$776.82	\$9,321.84
EDGEWATER	5049 Edgewater Dr.	12,740	.0969	\$1,234.51	\$14,814.07
HERNDON	4324 E. Colonial Dr.	13,160	.0946	\$1,244.94	\$14,939.28
HIWASSEE	7391 W. Colonial Dr.	13,455	.0929	\$1,249.97	\$14,999.64
NORTH ORANGE	1211 E. Seminole Blvd	12,000	.1162	\$1,394.40	\$16,732.80
SOUTH TRAIL	7600 S. Orange Blossom Trail	12,750	.0967	\$1,232.93	\$14,795.10
SOUTH CREEK	1702 Deerfield Blvd.	12,000	.1162	\$1,394.40	\$16,732.80
SOUTHEAST	5575 S. Seminole Blvd. # 49	13,310	.0935	\$1,244.49	\$14,933.82
SOUTHWEST	7255 Dells Drive	15,553	.0917	\$1,426.21	\$17,114.52
WASHINGTON PARK	5151 Raleigh Street, Suite A	5,600	.1370	\$767.20	\$9,206.40
WEST OAKS	1821 East Silver Star Road	17,000	.1168	\$1,401.60	\$16,819.20
WINDERMERE	530 Main Street	6,400	.1221	\$781.44	\$9,377.28
WINTER GARDEN	805 East Plant Street	12,000	.1022	\$1,226.40	\$14,716.80
<b>TOTAL</b>		<b>158,568</b>		<b>\$16,769.69</b>	<b>\$201,236.30</b>

**SPECIAL JANITORIAL SERVICES**

	Cost per person/per hour	\$
Extra Cleaning Request		\$12.50
VIC Cleaning(strip, clean, reseal)	Cost per square foot	\$ .25

Sealed responses containing the Contractor's Invitation to Bid Form must be submitted to the Orange County Library System, 101 E. Central Blvd., Orlando, Florida 32801, 5th floor, Human Resources Reception Desk no later than 2:00 PM, Monday, May 19, 2014.

(Please Print)

Submitted By: Pat Lamb Date: 5/19/2014

Signature: Pat Lamb Title: Director of Business Dev.

## ATTACHMENT A - SCOPE OF WORK

### A. DAILY SERVICE

#### 1. Clean and Disinfect Drinking Fountains

The Contractor shall remove all soil, streaks, smudges, etc. from the drinking fountains and cabinets; then, disinfect all polished metal surfaces including the orifices and drain. Use dry cloths leaving the surface dry to the touch.

#### 2. Clean and Disinfect Restroom Fixtures

The Contractor shall use spray bottles or pump-up sprayers, to apply germicidal detergent solution to all surfaces of wash basins, toilets, urinals 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 remove soil, mineral deposits and surface rust, 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 leave dry to the touch. The cloths and sponges used in cleaning and disinfecting toilets, urinals and other surfaces contaminated with urine or feces shall be a color readily distinguishable from cloths and sponges used on other surfaces and fixtures. No chemical is to be left in toilets or urinals. The Contractor is responsible for the maintenance and replacement of urinal blocks as required.

#### 3. Damp Mop Non-Carpeted Floors

The Contractor shall use detergent solutions and mops to remove soil from non-carpeted floors and baseboards which cannot be removed by vacuuming or dust mopping. Mops should be left clean and disinfected. Bathroom floors contaminated with urine must be mopped with a separate mop. Bathroom mops are only to be used on the bathroom floors. The Contractor shall use putty knives to remove gum, tar and other sticky substances from the floor. The Contractor shall use a dustpan and broom to remove accumulated soil and litter.

#### 4. Dust Mop Non- Carpeted Floors

The Contractor shall dust mop floors only with treated mop heads. After the floor has been mopped, it shall have uniform appearance free of soil, stains, streaks, swirl marks, detergent film or any observable soil which can be removed by damp mopping. In restroom areas, the Contractor shall use a separate mop only to be used on a bathroom floor and use a germicidal detergent solution instead of detergent solution. the Contractor shall move chairs, trash cans etc., and use a small broom to sweep behind furnishings that are unable to be moved safely. Proper safety signage must be displayed.

#### **5. Descal Toilets and Urinals**

The Contractor shall use appropriate bowl cleaners, rubber gloves, associated protective clothing/gear and nylon bowl mops to remove scale, scum, mineral deposits, rust stains, etc., from the insides and outsides of toilet bowls and urinals.

#### **6. Telephones**

Telephones are to be cleaned and disinfected daily with a clean cloth.

#### **7. Dust Furniture Surfaces.**

The Contractor shall use dusting tools, treated dust cloths or HEPA vacuum cleaners with dusting attachments to remove dust, lint, litter, dry soil, etc., from the surface of chairs, tables, counters, cabinets, shelves, shelve frames and other furniture and surfaces of building fixtures. Personal items and electronic equipment are not to be disturbed.

#### **8. Dust Building Surfaces**

The Contractor shall use HEPA vacuum dusting tools and treated dust cloths to remove dust, lint, litter, dry soil, etc., from all horizontal surfaces, for example shelves, counter tops, ledges, fixtures, partitions, rails, vertical and horizontal blinds, and other types of fixtures and surfaces which are not considered electronic equipment, below and including the ceiling surface.

#### **9. Empty Trash Receptacles/Replace Liners**

- The Contractor shall empty and return to their appropriate location all wastebaskets, cigarette ash receptacles and other trash containers. The Contractor is to keep cigarette ash receptacles clean. The Contractor shall remove all litter, cans, papers and other containers regardless of their location. Contractor shall knock down or crush cardboard boxes that are left for disposal and place them into dumpsters.
  
- The Contractor shall dispose of all collected trash into dumpsters/containers, available, on the site.
  
- The Contractor shall replace all trash receptacle liners as needed with a new trash receptacle liner of the proper size. The Contractor shall replace the liner, secure/tie the liner and spread the liner out on the side of the receptacle in such a manner as to present a neat uniform appearance and replace the receptacle in its original location.
  
- 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, including tops/lids.

- Waxed paper liners are to be used in all sanitary napkin disposal receptacles.

#### **10. Polish Stainless Steel**

The Contractor shall polish stainless steel 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. Use dry cloths to dry and buff.

#### **11. Refill Dispensers**

The Contractor shall check and refill each toilet paper dispenser, hand soap dispenser, paper towel dispenser, in accordance with the directions of the supplier and dispenser manufacturer. The Contractor shall wipe surfaces adjacent to hand soap dispensers as well as the dispenser to remove spillage and leakage. No alterations will be permitted to dispensers. Refill soap dispenser with anti-bacterial soap. Paper towel dispensers shall be maintained 3/4 full. When toilet paper roll is 2/3 used, it should be replaced. Double dispensers should not have less than 1 1/2 rolls combined and single dispensers not less than 1/2 roll.

#### **12. Carpet Cleaning - Common Areas & Office Space**

The Contractor shall use a carpet vacuum to remove visible soil and debris from the carpet surface and from within the carpet pile, and all furnishings shall be replaced in their original location. Staples shall be removed. The Contractor shall use hose and brush attachments to vacuum areas inaccessible to the carpet vacuum. Moisture and dry soil are to be vacuumed from carpet type entrance mats. The Contractor shall use carpet stain/gum remover to remove carpet stains and the gummy soil from carpeted areas and floor mats when present.

**SPECIAL NOTE:** All vacuuming in OCLS facilities will be performed only by using bagged upright vacuums with belt driven rotating brush.

**Recommended Model:** Eureka SC 886 Bagged Upright

#### **13. Spot Clean Building Surfaces & Furniture**

The Contractor shall remove smudges, fingerprints, marks, streaks, tape, etc., from building surfaces and furniture. These include, but are not limited to surface of ledges, shelves, counter tops, windows, partition glass, window sills and blinds, table tops, fire extinguishers, walls, doors, door frames and sills, pictures, partitions, chairs, cleared desk surfaces, lamps, tables, and other types of fixtures, furniture, and surfaces which are not considered equipment.

#### **14. Wash Interior of Outside Windows and Interior Glass**

The Contractor shall use glass cleaner, to remove all visible hand and finger print smudges from all mirrors and interior glass. Framing and trim around such windows shall also be cleaned.

## **B. WEEKLY SERVICE**

### **1. Clean and Refill Floor Drains**

The Contractor shall use a floor drain brush to clean floor drains. The Contractor shall use a cream cleanser and scrub pads to remove corrosion and tarnish. The Contractor shall pour a solution of germicidal detergent down the floor drain to fill the drain trap and prevent the escape of sewer gas.

### **2. Overhead Dusting/Cleaning**

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. This includes exposed surfaces of lights, grilles, light fixtures, pipes, fire suppression systems, cables, ledges, walls, ceiling, vents, and areas around vents. The Contractor shall accomplish high dusting by using treated dust cloths, damp sponges and HEPA vacuums with crevice tools, brush attachments and wall attachments. The Contractor shall accomplish overhead cleaning by using damp sponges, or wall and ceiling cleaning equipment.

## **C. QUARTERLY SERVICES**

### **Strip and Refinish Floors**

The Contractor shall completely remove all non-permanent floor finish and sealer from resilient tile and 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 marks, heel marks, scuff marks, rust stains, gum and other types of soil and stains. 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 clean 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 (2) coats of floor sealer and three (3) coats of floor finish to resilient tile. The Contractor shall remove all floor sealer, floor finish, stripper and stripping slurry from baseboards, furniture and other such areas.

## **D. OTHER SERVICES**

Occasionally, OCLS may request that additional work be performed above and beyond the scope of work included in routine and normal cleaning.

## **E. CONTRACTOR RESPONSIBILITIES**

- a) Lock all windows and doors upon completion of work.
- b) Leave on designated lights only upon completion of work.
- c) Keep janitor's closets clean and neat.
- d) Maintain current Material Safety Data Sheets (MSDS) file in binder in janitor's closet. All of contractor's employees shall know where, such binder is located at all times.
- e) Absolutely no flammable liquids or chemicals are to be used or stored indoors.
- f) Report any and all damage or repairs to the contractor's Project Manager immediately.
- g) Only the Contractor and its direct employees are allowed on the premises after business hours. Family members and friends are forbidden to accompany or visit the Contractor or its employees during the course of the performance of this work.
- h) Key loss or card and replacement. If keys or card are lost or stolen, they will be replaced at a cost of \$5 per key/card to the contractor. If a master key is lost and the branches are all re-keyed, the contractor will be responsible for the total cost of this work.
- i) Respond to emergencies within a 3-hour window from the time requested.
- j) Respond to, or resolve any problems or complaints within 24 hours of any such request.
- k) Provide a single point of contact with a 24-hour telephone for the purpose of contacting the contractor for any customer service requirements. This number must be toll-free and within the Orange County calling area.

## **F. EQUIPMENT, SUPPLIES AND MATERIALS**

Orange County Library System will provide the supplies as follows: Hand soap, toilet tissue, toilet seat covers, waxed bags, trash liners, urinal screens and paper towels. Paper towels provided by Orange County Library System are NOT to be used by contractors to clean the branches.

The Contractor must provide all other supplies required in the performance of the scope of work.



101 East Central Boulevard  
Orlando, Florida 32801-2471  
phone: 407.835.7323  
fax: 407.835.7649  
website: www.ocls.info

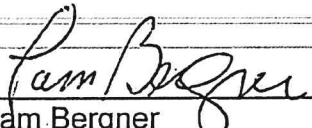
Mary Anne Hodel,  
Library Director, Chief Executive Officer

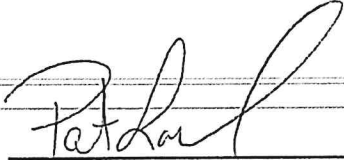
## Contract Agreement for Service Modification

July 9, 2015

The following is a bilateral extension of the contract between Florida Cleaning Systems, Inc., 624 Douglas Ave., Ste., 1420 Altamonte Springs, Florida 32714 and Orange County Library System, 101 East Central Blvd., Orlando, Florida 32801 beginning August 1, 2014. Both parties' signatures below by Florida Cleaning Systems, Inc or their designated representative and OCLS as accepted.

1. The contract period is extended from August 1, 2015 ending July 31, 2020.
2. Attachment B: Chickasaw Branch addition
3. All other terms and conditions remain unchanged.

  
Pam Bergner  
Purchasing Manager  
Orange County Library System  
101 East Central Blvd.  
Orlando, Florida 32801

  
Pat Lamb (Print & Sign Name)  
Director of Business Dev.  
Florida Cleaning Systems, Inc.  
624 Douglas Ave., Ste 1420  
Altamonte Springs. Florida 32714



**Orange County Public Library System - Option 1**

Location	Facility SF	Current
ALAFAYA- 12000 EAST COLONIAL	12,198	\$1,394.40
EATONVILLE- 200 EAST KENNEDY	660	\$776.82
EDGEWATER- 5049 EDGEWATER DRIVE	12,740	\$1,234.51
HERNDON- 4324 EAST COLONIAL DRIVE	13,160	\$1,244.94
HIAWASSEE- 7391 WEST COLONIAL DRIVE	13,455	\$1,249.97
NORTH ORANGE- 1211 EAST SEMORAN BLVD	12,000	\$1,394.40
SOUTH TRAIL- 4600 SOUTH ORANGE BLOSSOM TRAIL	12,750	\$1,232.93
SOUTH CREEK- 1702 DEERFIELD BLVD	12,198	\$1,394.40
SOUTHEAST- 5575 SOUTH SEMORAN BLVD #49	13,310	\$1,244.49
SOUTHWEST- 7255 DELLA DRIVE	15,553	\$1,426.21
WASHINGTON PARK- 5151 RALEIGH STREET, SUITE A	5,600	\$767.20
WEST OAKS- 1821 EAST SILVER STAR ROAD	12,198	\$1,401.60
WINDERMERE- 530 MAIN STREET	6,400	\$781.44
WINTER GARDEN- 805 EAST PLANT STREET	12,198	\$1,226.40
CHICKASAW LIBRARY BRANCH- 870 NORTH CHICKASAW TRAIL	15,650	\$1,515.00
<b>Totals</b>	<b>170,070</b>	<b>\$18,284.71</b>

Orange County Public Library System - Option 2