



VILLAGE OF PINECREST
Request for Proposals

Municipal Center Cleaning Services RFP No. 2018-001

The Village of Pinecrest, Florida is inviting the submission of proposals from qualified firms to furnish all material, labor, and equipment in performing all operations necessary in connection with the cleaning of the Pinecrest Municipal Center for the Village of Pinecrest. Work includes general janitorial services for both Village Hall and Police Department as detailed in the Request for Proposals.

Complete proposals must be submitted to the Village of Pinecrest at 12645 Pinecrest Parkway, Pinecrest, FL 33156, no later than **2:00 p.m. on Wednesday, February 21, 2018** in a sealed envelope clearly marked "Municipal Center Cleaning Services". Any proposals received after the time specified will not be accepted.

The Village of Pinecrest reserves the right to accept any proposal deemed to be in the best interest of the Village or to waive any informality in any proposal. The Village may reject any or all proposals and re-advertise.

Release Date: January 16, 2018

Non-Mandatory Pre-Proposal Meeting: Thursday, February 1, 2018, 10:00 AM

Due Date: Wednesday, February 21, 2018, 2:00 pm

Contact: procurement@pinecrest-fl.gov

12645 Pinecrest Parkway, Pinecrest, Florida 33156
T: 305.234.2121 | F: 305.234.2131
www.pinecrest-fl.gov



SECTION 1 - INTRODUCTION

1.1 BACKGROUND

The Village of Pinecrest is a municipal corporation of the State of Florida, Miami-Dade County, encompassing about 8 square miles. The total population approximates 18,500 and includes about 6,000 single-family homes, duplexes and townhouses, as well as commercial property along US 1. Built in 2004, the Pinecrest Municipal Center is the official seat of government and includes Village Hall and the Police Department. The 30,000 square foot building is located at 12645 Pinecrest Parkway, (South Dixie Highway), Pinecrest, Florida.

1.2 INFORMATION AND CLARIFICATION

The Village of Pinecrest, Florida is inviting the submission of proposals from qualified firms to furnish all material, labor, and equipment in performing all operations necessary in connection with the cleaning services of the Pinecrest Municipal Center for the Village of Pinecrest. Work includes general janitorial services for Village Hall and the Pinecrest Police Department as detailed in the Scope of Work below.

1.3 ELIGIBILITY

To be eligible to respond to this RFP, the Proposer must meet the following criteria:

- Shall have at least 5 years of similar experience.
- Previous experience other governmental entities is preferred.
- Shall have and maintain the required insurances set forth by the Village.
- Past performance with the Village of Pinecrest will be considered.
- References from a minimum of 5 past clients are required.

1.4 CONE OF SILENCE

You are hereby advised that this Request for Proposal is subject to the "Cone of Silence," in accordance with Section 2-11.1(t)(a) of the Code of Miami-Dade County. From the time of advertising until the Village Manager issues her recommendation, there is a prohibition on communication with the Village's professional staff. The Cone of Silence does not apply to oral communications at pre-bid conferences, oral presentations before evaluation committees, contract discussions during any duly noticed public meeting, public presentations made to the Village Council during any duly noticed public meeting, contract negotiations with the staff following the award of an RFP, RFQ, RFI or bid by the Village Council, or communications in

writing at any time with any Village employee, official or member of the Village Council unless specifically prohibited. A copy of all written communications must be filed with the Village Manager. Violation of these provisions by any particular bidder or proposer shall render any RFP award, RFQ award, RFI award, or bid award to said bidder or proposer void, and said bidder or proposer shall not be considered for any RFP, RFQ, RFI or bid for a contract for the provision of goods or services for a period of one year.

All questions regarding this RFP must be submitted in writing no less than five (5) business days before the proposal due date. All questions and comments should be directed to the procurement@pinecrest-fl.gov. Answers to all submitted questions will be posted on the Village's web site, www.pinecrest-fl.gov/BIDS.

1.5 CERTIFICATION

By offering a submission to this Request for Proposal the proposer certifies the proposer has not divulged to, discussed or compared his proposal with other proposals and has not colluded with any other proposer or parties to this proposal whatever. Also, proposer certifies, and in the case of a joint proposal each party thereto certifies as to his own organization, in connection with this proposal:

- A. Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other proposer or with any competitor;
- B. Any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the scheduled opening, directly or indirectly to any other proposer or to any competitor;
- C. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- D. The only person or persons interested in this bid as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this bid or in the contract to be entered into; and brokerage, or contingent fee excepting bona fide employees or established commercial agencies maintained by the purchaser for the purpose of doing business.

1.6 PUBLIC RECORDS

1.6.1 Contractor agrees to keep and maintain public records in Contractor's possession or control in connection with Contractor's performance under this Agreement. Contractor

additionally agrees to comply specifically with the provisions of Section 119.0701, Florida Statutes. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the Agreement, and following completion of the Agreement until the records are transferred to the Village.

1.6.2 Upon request from the Village's custodian of public records, Contractor shall provide the Village 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 by Chapter 119, Florida Statutes, or as otherwise provided by law.

1.6.3 Unless otherwise provided by law, any and all records, including but not limited to reports, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of the Village.

1.6.4 Upon completion of this Agreement or in the event of termination by either party, any and all public records relating to the Agreement in the possession of the Contractor shall be delivered by the Contractor to the Village Manager, at no cost to the Village, within seven (7) days. All such records stored electronically by Contractor shall be delivered to the Village in a format that is compatible with the Village's information technology systems. Once the public records have been delivered upon completion or termination of this Agreement, the Contractor shall destroy any and all duplicate public records that are exempt or confidential and exempt from public records disclosure requirements.

1.6.5 Any compensation due to Contractor shall be withheld until all records are received as provided herein.

1.6.6 Contractor's failure or refusal to comply with the provisions of this section shall result in the immediate termination of this Agreement by the Village.

Section 119.0701(2)(a), Florida Statutes

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

Guido Inganzo, Village Clerk
12645 Pinecrest Parkway, Pinecrest, Florida 33156
305.234.2121
ginguanzo@pinecrest-fl.gov

1.7 RETENTION OF PROPOSALS

The Village reserves the right to retain all Proposals submitted and to use any ideas contained in a Proposal, regardless of whether that firm is selected.

1.8 IRREVOCABLE OFFER

Any proposal may be withdrawn up until **2:00 p.m., Wednesday, February 21, 2018**. Any proposals not so withdrawn before the opening date shall constitute an irrevocable offer for a period of ninety (90) days to provide the services set forth in the proposal.

1.9 MAILING INSTRUCTIONS AND SUBMITTAL DEADLINE

Sealed proposals must be received no later than **2:00 p.m. local time on Wednesday, February 21, 2018** at the address below. Each sealed proposal should be clearly marked and identified as follows:

Village of Pinecrest
Office of the Village Manager
12645 Pinecrest Parkway
Pinecrest, Florida 33156
"MUNICIPAL CENTER CLEANING SERVICES"

Each proposer shall submit one (1) original, one (1) copy and one (1) digital (CD or USB Flash Drive *in pdf format*) proposal.

The responsibility for submitting this proposal and its receipt on or before the stated time and date will be solely and strictly the responsibility of the proposer. The Village is in no way responsible for delays caused by any delivery system or caused by any other occurrence. Proposals received after the exact time and date stipulated above shall be considered non-responsive.

1.10 VILLAGE OPTIONS

The Village reserves and holds at its sole discretion the right and option to award a Contract(s) for the provision of miscellaneous drainage construction projects. The Village Manager will report to the Village Council whether or not a contract award(s) is/are recommended.

The Village also reserves and holds at its sole discretion the following rights and options:

- To issue addenda/clarification to this RFP.
- To reject or accept any and all proposals.
- To issue subsequent RFP.
- To enter into contract negotiations.
- To wave technicalities.

1.11 AWARD OF CONTRACT

There is no obligation on the part of the Village to award the contract to the lowest proposer (least cost to the Village). The Village further reserves the right to award the contract to the most responsible proposer submitting a proposal which is most advantageous and in the best interest of the Village. The Village shall be the sole judge of the proposal that is/are in its best interest, and its decision is final.

1.12 WRITTEN NOTICE TO PROPOSERS

All proposers will be e-mailed, at the time of tentative successful proposal selection, a notification of said selection.

1.13 NON-ASSIGNMENT

The contractor shall not assign, transfer, convey, or otherwise hypothecate any interest, rights, duties, or obligations it will have under the contract to be awarded, without the prior written consent of the Village. The Village may, at its option, terminate the Agreement immediately upon notice of such action by the contractor.

1.14 INDEMNIFICATION AND HOLD HARMLESS

The contractor shall indemnify and hold harmless the Village, its agents and employees from and against all claims, damages, losses, and expenses arising out of or resulting from the proposer's performance of the contract. The contractor shall also indemnify and hold harmless the Village, its agents and employees from and against all claims, damages, losses and expenses arising from action of contractor's employees on Village property or in the course of carrying out any business related to the contract.

1.15 DEFAULT

Failure of the proposer to comply with any covenant of the contract to be awarded shall constitute a default, and the Village may at its option terminate the contract thirty days after receipt by the proposer of written notice, unless said default is cured within such period.

1.16 SCHEDULE

The anticipated schedule for this project is as follows:

RFP Release: January 16, 2018
Pre-Proposal Meeting: February 1, 2018 (Non-Mandatory)
Proposals Due: February 21, 2018
Village Council Award: March 2018
Contract Begins: April 16, 2018

The selected provider shall have ten (10) days from Notice of Award to provide insurance documentation as stated in Section 2.6 below, naming the Village as an Additionally Insured. Failure to provide the requested documentation within this period may be cause for the Village to revoke the award.

SECTION 2 —SPECIFICATIONS

2.1 SCOPE OF WORK

The Village of Pinecrest is seeking proposals from qualified vendors to provide cleaning services for the Pinecrest Municipal Center (Village Hall and Police Department), located at 12645 Pinecrest Parkway, Pinecrest, Florida. The area to be cleaned is approximately 30,000 square feet with two locker rooms, two public bathrooms and five staff bathrooms.

The vendor shall submit their monthly price to furnish all labor and related fees, cleaning equipment and cleaning materials. Toilet tissue, garbage bags, paper towels, hand soap and all other supplies not used in relation to the cleaning will be charged separately and at cost based on usage. Any deviation from this shall be explained in the proposal.

The VILLAGE requires "Green Cleaning Practices" as detailed in the Green Action Plan, page 6, available at www.pinecrest-fl.gov/GREEN. Specifically, all products used must be Green Seal or EPA DfE Certified.

All vendor employees working inside the Municipal Center will be required to pass a criminal background check.

The Village expects a minimum of forty (40) hours per week for the Pinecrest Municipal to be dedicated to the following daily, weekly and as-needed tasks:

Daily

- Empty trash and recycling bins, and replace liners
- Clean and sanitize restrooms and toilets (including the tank, bowl, seats and underneath the toilet seats), urinals, sinks and showers

- Sweep and mop floors, including foyers, bathrooms, break rooms and all hard floor surfaces
- Elevator: sweep and mop floors, clean and polish metal and walls
- Refill liquid hand soap, toilet tissue and paper towel dispensers
- Wipe down walls, handrails and fixtures in bathrooms
- Clean and disinfect break room counters, tables, backsplashes and trash receptacles
- Clean and disinfect reception/lobby counters
- Clean and polish drinking fountains

Weekly

- Clean conference room tables
- Vacuum all carpeted areas (or as needed)
- Remove smudges and fingerprints off walls and doors
- Clean inside of microwave and toaster ovens
- Dust top of filing cabinets, picture frames and wall-mounted name plates
- Clean all glass doors and door windows
- Clean reception bullet-proof glass at Police Department
- Clean bulletin board glass and frame on first floor of Municipal Center
- Sweep and mop staircases
- Vacuum and mop fitness room
- Vacuum, empty trash bins and wipe down tables in the Police Department EOC room (or as needed).

As-Needed

- Clean desktops when cleared by staff
- Clean and disinfect staff refrigerators
- Empty remains of shredding machine and replace plastic liner
- Clean Council Chamber dais
- Maintain inventory of supplies
- Sweep, mop and clean holding cells
- Clean inside of windows (bi-annually)
- Spot clean carpets

2.2 QUALITY ASSURANCE

The Village requires visits from a supervisor once a week for quality control purposes and to ensure tasks are completed as scheduled.

2.3 WORK PROCEDURE AND SCHEDULE

Services are required seven (7) days a week for Police Department and five (5) days a week for Village Hall. Village Hall cleaning must begin after 4:30 pm in order to minimize disruption to work flow. The Police Department, may begin earlier as access to certain areas will require staff supervision.

2.4 COMPANY UNIFORM

Workers shall wear a uniform or identification that clearly identifies the company name at all times while performing work.

2.5 FEES FOR SERVICE

Interested firms must submit a proposed monthly fee to include all of the work as detailed in this RFP. Prices should include all labor, materials and equipment to complete the work.

Please provide SEPARATELY pricing for the following items:

- Cleaning of the outside of the windows of the third floor of the Municipal Center (please note access from roof is not possible)
- Scrub, seal and wax VCT tile
- Scrub, seal and wax ceramic tile
- Extraction carpet shampoo

2.6 TERM

The term of the agreement shall commence upon final execution of the agreement by the Village and continue for a period of three (3) years, with one two-year option if agreed to by both parties.

2.7 TERMS OF PAYMENT

The contractor will issue an invoice once a month of the work, which has been completed, in the Village Manager's sole discretion. If he/she determines that the work specified in the invoice has been performed according to the job specifications, the Village shall pay such invoice within 30 days.

2.6 INSURANCE REQUIREMENTS

During the term of the agreement, the selected firm will be required to maintain the following insurance coverage:

- A. Commercial General Liability Insurance. Commercial general liability coverage with limits of liability of not less than \$1,000,000 per Occurrence combined single limit for

Bodily Injury and Property Damage. The liability insurance shall include Completed Operations and Product Liability coverages and eliminate the exclusion with respect to property under the care, custody and control of Contractor. The General Aggregate Liability limit and the Products/Completed Operations Liability Aggregate limit shall be in the amount of \$2,000,000 each.

- B. Workers Compensation and Employer's Liability Insurance. Workers compensation and employer's liability insurance, to apply for all employees for statutory limits as required by applicable State and Federal laws. The policy(ies) must include Employer's Liability with minimum limits of \$1,000,000.00 each accident.
- C. Business Automobile Liability Insurance. Business automobile liability insurance with minimum limits of \$1,000,000 per Occurrence combined single limit for Bodily Injury and Property Damage.
- D. Professional Liability Insurance. Professional liability insurance in an amount of not less than \$1,000,000.00 per Occurrence, single limit.
- E. Other Coverages. Such additional insurance coverages as may be reasonably required by the Village.

SECTION 3 -REQUIREMENTS OF THE RESPONSE

3.1 GENERAL REQUIREMENTS

The purpose of the response is to demonstrate the qualifications, competence and capacity of the firm seeking to provide cleaning services for the Pinecrest Municipal Center in conformity with the requirements of this Request for Proposals. As such, the substance of the Request for Proposal and qualifications will carry more weight than their form or manner of presentation. The technical response should demonstrate the qualifications of the individual or firm and of the particular staff to be assigned to this engagement.

The Proposal should respond to all the points outlined in the Request for Proposal. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the individual's or firm's capabilities to satisfy the requirements of the Request for Proposal. The proposal shall be as thorough and detailed as possible so that the Village may properly evaluate capabilities of the provider to provide the required services.

3.2 SUBMISSION REQUIREMENTS

The following information must be included as part of the proposal:

- A. Company name, contact person, address, telephone and email address.
- B. Type of organization (i.e., individual, partnership, corporation, joint venture, etc.), year established, and address of home office if different than above.
- C. Qualifications of firm, including but not limited to: firm's history and number of years in business, and all eligibility requirements specified in Section 1.3 of this RFP.
- D. Provide all necessary related licenses, permits and certifications.
- E. Proof of insurance as detailed in Section 2.6, INSURANCE REQUIREMENTS
- F. Completed Public Entity Crimes and Conflicts of Interest form attached to this RFP as Attachment #1.
- G. Completed Drug Free Workplace form attached to this RFP as Attachment #2.
- H. References - All qualified firms must submit at least three (3) completed Vendor Reference Forms Attached to this RFP as Attachment #3. References from other municipalities or public agencies are preferred. Letters of recommendation may be submitted in lieu of the Vendor Reference Form if they are dated within the previous three years.
- I. Information on any pending litigation against the firm or any of its principals as it relates to the services provided by the firm. Provide a general description of the company's financial condition and identify any conditions (i.e. bankruptcy, planned office closures, etc.) that may impede the ability to complete the project.
- J. Any other information you feel is appropriate to assist in the selection process.

ATTACHMENTS

Attachment #1: Public Entity Crimes and Conflicts of Interest Form

Attachment #2: Drug Free Workplace Form

Attachment #3: Vendor Reference Form

Attachment #1
Public Entity Crimes and Conflicts of Interest Form

PUBLIC ENTITY CRIMES AND CONFLICTS OF INTEREST FORM

Pursuant to the provisions of Paragraph (2) (a) of Section 287.133, Florida State Statutes – “A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid on a Contract to provide any goods or services to a public entity, may not submit a Bid on a Contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases or real property to a public entity, may not be awarded to perform Work as a Contractor, supplier, Subcontractor, or Consultant under a Contract with any public entity, and may not transact business with any public entity in excess of the threshold amount Category Two of Section 287.017, Florida Statutes, for thirty six (36) months from the date of being placed on the convicted vendor list”.

The award of any contract hereunder is subject to the provisions of Chapter 112, Florida State Statutes. BIDDERS must disclose with their Bids, the name of any officer, director, partner, associate or agent who is also an officer or employee of the Village of Pinecrest or its agencies.

SWORN STATEMENT PURSUANT TO SECTION 287.133 (3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
[print name of the public entity]
by _____
[print individual's name and title]
for _____
[print name of entity submitting sworn statement]

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a “public entity crime” as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to , any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Paragraph 287.133 (1)(a), Florida Statutes, means:
- (a) A predecessor or successor of a person convicted of a public entity crime; or
 - (b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers,

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directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in any person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133 (1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]
- _____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- _____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- _____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. {attach a copy of the final order.]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY, AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[signature]

Sworn to and subscribed before me this _____ day of _____, 2018.

Personally known _____

OR Produced identification _____

Notary Public – State of _____

My commission expires _____

(Type of identification)

(Printed, typed or stamped commissioned name of notary public)

Form PUR 7068 (Rev.06/11/92)

Attachment #2
Drug Free Workplace Form

DRUG FREE WORKPLACE

Whenever two or more Bids which are equal with respect to price, quality and service are received by the State or by any political subdivisions for the procurement of commodities or contractual services, a Bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie Bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 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' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and 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 Subsection (1).
- 4) In the statement specified in Subsection (1), notify the employees, that, as a condition of working of 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 Chapter 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 this section.

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

BIDDER'S Signature: _____

Print Name: _____

Date: _____

Attachment #3
Vendor Reference Form

VENDOR REFERENCE FORM

Vendor	
Reference Agency Name	
Contact Person & Number	

1. Scope of Work (what kind of work did they perform?)
2. How long have you/did you use this vendor?
3. Where they quick to respond to any issues that came up?
4. Would you consider them easy to work with?
5. Did they require a lot of supervision or oversight?
6. Is there anything you wish they would do differently?
7. Setting aside purchasing requirements, would you hire them again?
8. On a scale from 1 to 10, 10 being excellent and 1 being unsatisfactory, how would you rate:
a. Quality of work b. Personnel experience c. Ability to resolve problems
9. Are you happy with their overall performance?
10. Anything you would like to add?