



**Request for Proposals**  
**Cleaning Services for the Florida State Fair**  
**RFP # FSF -07-05-17**

**RFP Response Due Date: July 20, 2017 at 1:00 PM EST**

**Contact Person:**

Randall Foster  
Florida State Fair Authority  
4800 U. S. Highway 301 N.  
Tampa, Florida 33610

E-mail: [Randall.Foster@FloridaStateFair.com](mailto:Randall.Foster@FloridaStateFair.com)

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## **Cleaning Services at the Florida State Fairgrounds**

### **I. GENERAL DESCRIPTION OF REQUIREMENTS AND SERVICES REQUESTED.**

The purpose of this Request for Proposals is to invite proposals from highly qualified cleaning services entities ("Contractor(s)") for cleaning services for the Florida State Fairgrounds, 4800 North Highway 301, Tampa, Florida 33610 ("Fairgrounds"). The Response to the RFP must describe the Contractor's qualifications and experience and a proposed plan to provide cleaning services on the Fairgrounds for the 2018 Florida State Fair. The 2018 Fair takes place from February 8-19. The Contractor must demonstrate a background in providing cleaning services for mass audience entertainment facilities such as fairgrounds, exposition parks, or theme parks.

The Fairgrounds is a 331-acre complex, home to the Florida State Fair (the "Fair"), and features indoor and outdoor exhibitions as well as livestock and equestrian areas. The 12-day Fair takes place in February and attracts an average of 460,000 annual visitors. The Fair and its Fairgrounds are managed by the Florida State Fair Authority ("Authority"), which is a public body organized and operated pursuant to Chapter 616, Florida Statutes, under the supervision of the Commissioner of the Florida Department of Agriculture and Consumer Services.

### **II. GENERAL AND TECHNICAL SPECIFICATIONS**

- A.** The Contractor shall designate a coordinator for the services to be provided pursuant to this RFP ("Coordinator"). At the request of the Authority, the Coordinator shall meet with Authority staff on a daily basis, to determine project progress. The Coordinator shall address any failure insufficiencies in the performance of the services described in this RFP ("Services") or any other issues arising in the implementation of the Services.
- B.** The Contractor will be provided with four (4) spaces at the Fairgrounds campground specified by the Authority ("Camping Space"). The term of the Contractor's use and occupancy of the Camping Space will be determined by the Authority.
- C.** The Contractor shall provide equipment necessary to perform and complete the Services in all respects. Contractor shall warrant that all Services shall be performed in accordance with the RFP specifications. Contractor shall comply with the Authority's regulations, policies, and procedures including those relating to hazardous materials and other environmental health and safety issues.
- D.** The Contractor shall furnish and maintain all necessary equipment to execute the Services, including plastic liners for the outdoor and indoor trash receptacles. The Authority will provide the following for the cleaning of the bathrooms: cleaning solvents, soap for dispensers, toilet tissue, paper towels, and plastic trash liners.
- E.** The Contractor shall not be entitled to be paid or reimbursed by the Authority for any services or any other labor, supervision, material or equipment that is in excess of the scope of Services. Any unauthorized extra services furnished by Contractor will be provided at Contractor's sole cost and expense and, to the fullest extent possible under applicable law, Contractor waives any claim for unjust enrichment of the Authority arising out of any such extra services.
- F.** The monitoring and auditing of the quality of services provided by the Contractor, including but not limited to both scheduled and unscheduled on-site inspections, surveys of the Authority and Authority's representative's satisfaction, and communications with Authority's representatives following reports of failures or insufficiencies in the delivery of Services. The foregoing shall include review of incident and other reports and communication with designated Authority's representatives regarding critical issues such as trends in types of incidents and the implications for incident prevention, potential cost savings and improvement of safety procedures.
- G.** The technical specifications and Scope of Services are described in Exhibit "A". A Bid Price Sheet is included as Exhibit "B".

**III. PERFORMANCE QUALIFICATIONS DURING TERM OF AGREEMENT**

It is anticipated that the Contractor chosen pursuant to this RFP will enter into a contract with the Authority for the performance of the Services (“Agreement”). The Agreement shall include, but is not limited to, the terms and conditions specified in this RFP. The Authority reserves the right to investigate or inspect at any time whether the Services, qualifications, or facilities offered by Contractor meet the Agreement requirements. Contractor shall at all times during the Agreement term remain responsive and responsible. If the Authority determines that the conditions of the solicitation documents are not complied with, or that the Services do not meet the specified requirements, or that the qualifications, financial standing, or facilities are not satisfactory, or that performance is untimely, the Authority may terminate the Agreement.

**A. INDIVIDUAL PERFORMANCE**

The Authority has the responsibility to inform the Contractor of specific substandard performance issues by an individual in the employment of the Contractor. After this notice is given, the Authority reserves the right to refuse payment for additional services by this individual if the performance issue is not remedied to the satisfaction of the Authority.

**B. CONTRACTOR TEAM PERFORMANCE**

The Authority will have the responsibility, in writing, to inform the contractor of specific substandard performance issues by the Contractor team. After this notice is given, the Contractor will address the issues in writing within a reasonable time frame. The Authority reserves the right to withhold payment for additional services by the Contractor or terminate the Agreement if performance issues are not remedied to the satisfaction of the Authority within a reasonable time.

**IV. SPECIAL INSTRUCTIONS TO CONTRACTORS RESPONDING TO THIS RFP.**

**A. PERFORMANCE QUALIFICATIONS FOR AWARD**

The Contractor must be prepared to present evidence of experience, ability, and financial standing, as well as a statement as to capacity of the Contractor to furnish the Services. If the Authority determines that the conditions of the solicitation documents are not complied with, or that the Services proposed to be furnished do not meet the specified requirements, or that the qualifications, financial standing, or facilities are not satisfactory, the Authority may reject the Contractor’s response. The Contractor may be disqualified from receiving awards if Contractor, or anyone in Contractor's employment, has previously failed to perform satisfactorily in connection with public bidding or contracts. This paragraph shall not mean or imply that it is obligatory upon the Authority to make an investigation either before or after award of the contract, but should the Authority elect to do so, Contractor is not relieved from fulfilling all contractual requirements.

**B. RFP Anticipated Time Table**

<b>DATE</b>		<b>PROCESS</b>
<b>6/28/2017</b>		Request for Proposals published
<b>7/5/2017</b>	10:00 AM ET	Onsite Mandatory Meeting. (Enter: Orient Road, to the Administration Office)
<b>7/7/2017</b>	3:00 PM ET	Written Questions due to Authority
<b>7/10/2017</b>	3:00 PM ET	Written Response from the Authority
<b>7/20/2017</b>	1:00 PM ET	RFP Response due to Authority
<b>7/21/2017</b>	2:00 PM ET	RFP Opening
<b>7/24/2017</b>	5:00 PM ET	Award Posting

**C. Proposal Format / Submission Instructions**

The Contractor shall provide one (1) electronic version of its response on a USB thumb drive in .pdf format (“Response”), in an envelope marked with “Florida State Fairgrounds RFP Response” and the name of the Contractor. The Response must be received by July 20, 2017, at 1pm ET. Responses must be delivered to the following physical address:

Florida State Fair Authority  
4800 U. S. Highway 301 N.  
Tampa, Florida 33610  
Attn: Randall Foster  
[Randall.Foster@FloridaStateFair.com](mailto:Randall.Foster@FloridaStateFair.com)

Contractors delivering the Response in person or wishing to attend the bid opening must enter through the Orient Road entrance and proceed to the Administration Office.

**V. SPECIAL CONDITIONS**

**A. RFP Response Opening**

1. If Contractor elects to mail/ship the Response, the Contractor must allow sufficient time to ensure the Authority's proper receipt of the package by the time specified above. Regardless of the form of delivery, it is solely the responsibility of the Contractor to ensure that the package arrives at the Authority's Purchasing Department (Florida State Fairgrounds Administration Office) no later than 1:00 P.M. on **July 20, 2017**.
2. Response packages will be accepted up to, and no response may be withdrawn after, the deadline for Response submission time and date shown above.
3. Responses must be delivered in sealed envelopes/packages clearly marked:

“RFP # FSF -07-05-17”

**B. Inquiries**

1. Note: Contractors are responsible to ensure that the Authority has their point of contact as well as their name, title, company name, address, telephone, and e-mail address, in order to receive any addenda; and
2. Direct all inquiries to the Sole Point of Contact, Randall Foster. [Randall.Foster@floridastatefair.com](mailto:Randall.Foster@floridastatefair.com)

**C. Sole Point of Contact**

Any questions concerning this Invitation to this RFP should be emailed to Randall Foster. [Randall.Foster@FloridaStateFair.com](mailto:Randall.Foster@FloridaStateFair.com)

**D. Mandatory Pre-Bid/Response Conference/Visual Inspection**

1. It is solely the Contractor's responsibility to become fully informed as to the nature and extent of the work required and its relation to any other work in the area, including, but not limited to possible interference from Authority activities. To aid you in becoming fully informed, the Contractor, or his/her designees, must attend the Mandatory Meeting on July 5, 2017, at 10:00 a.m. (“Mandatory Meeting”). The Authority shall notify vendors of any changes to the scheduling of the Mandatory Meeting, by posting on the Authority’s website. Authority representative(s) will be available at the

Mandatory Meeting to answer any questions related to this RFP. Any suggested modifications may be presented, in writing to and/or discussed with the Authority's representative(s) at this meeting and may be considered by said representative(s) in formulating possible amendments to the RFP. Failure to attend the Mandatory Meeting shall result in the disqualification of your bid.

## **VI. STANDARD CONDITIONS**

### **A. Cost Of Preparing And Submitting Statements**

Each Contractor shall pay their own costs and expenses in connection with responding to this RFP, any discussions, and/or any contract, agreement or transaction ultimately awarded by or entered into with the Authority, unless otherwise specifically agreed by the Authority in writing. The Authority is not responsible for any expenses that any Contractor may incur in the preparation or submittal of any document(s) or the making of any presentation to the Authority or the conducting of any interview, including but not limited to, costs associated with travel or accommodations.

### **B. Reservations And Options**

To the fullest extent permitted by law, the Authority reserves the right to award any combination of services or contracts, reject any or all proposals or responses, and/or waive informalities, minor irregularities, inconsequential deviations, and minor variations from specifications in proposals received. The Authority may accept any item or group of items of any proposal that will produce the most satisfactory results suited to its requirements. Without limiting the foregoing, the Authority reserves the right and options to: reject any or all of the submittals; waive or modify any of the provisions of the RFP; issue subsequent RFPs; cancel the RFP process; waive any errors in responses it receives.

More than one RFP response from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a party is interested in more than one response for the same work will cause the rejection of all responses in which such firm is believed to be interested.

Any or all RFP responses will be rejected if there is reason to believe that collusion exists among those responding and no participants in such collusion will be considered in any future invitations for the same work. Falsifications of any entry made in the firm's response or in any other written or oral communication with the Authority will be deemed a material irregularity and will be grounds for rejection.

RFP responses received by the Authority after the RFP opening time and date will be rejected as untimely and will not be opened. A late response notice will be sent to the firm upon the posting of any award notice. Unclaimed late responses will be destroyed after 45 days.

### **C. Conflict Of Interest Disclosure**

All Contractors must disclose with their response the name of any officer, director, partner, employee or agent of the firm who is also a director, member, or employee of the Authority. By submitting a response, a Respondent shall be deemed to represent and warrant the following to the Authority:

- 1.** No person or entity employed by the Authority or otherwise involved in preparing this RFP on behalf of the Authority: (i) has provided any information to Contractor that was not also available to all entities responding to the RFP; (ii) is affiliated with or employed by Contractor or has any financial interest in Contractor; (iii) has provided any assistance to Contractor in responding to the RFP; or (iv) will benefit financially if Contractor is selected; and Contractor has not offered or given to any Authority employee any gratuity or anything of value intended to obtain favorable treatment under the RFP or any other solicitation or other contract, and Contractor has not taken any action to induce any Authority or employee to violate the rules of ethics governing the Authority and its employees. Contractor has not and shall not offer, give, or agree to give anything of value to the Authority, or any of its employees, agents, job shoppers, consultants, managers, or other person or firm representing

the Authority, or to a member of the immediate family (i.e., a spouse, child, parent, brother, or sister) of any of the foregoing. Any such conduct shall be deemed a violation of this RFP.

2. As used herein, “anything of value” shall include but not be limited to any (a) favors, such as meals, entertainment and transportation (other than that contemplated by this RFP, if any, or any other contract with the Authority) which might tend to obligate the Authority employee to Respondent, and (b) gift, gratuity, money, goods, equipment, services, lodging, discounts not available to the general public, offers or promises of employment, loans or the cancellation thereof, preferential treatment, or business opportunity. Such term shall not include work or services rendered pursuant to any other valid Authority contract.

#### **D. Miscellaneous Provisions**

1. **Change in Contractor’s Information:** If after Contractor has submitted a response, substantive information provided in that response changes, the Contractor must notify the Authority in writing and provide updated information. The Authority reserves the right to evaluate the modified response, eliminate a Contractor from further consideration, or take other action as the Authority may deem appropriate.

2. **Restricted Communications – Cone of Silence:** The Authority has established a cone of silence applicable to this RFP. The cone of silence will be imposed beginning with the advertisement of this RFP and will end upon the earlier of the selection of a Contractor by the Authority or the termination of the procurement process by the Authority. The cone of silence prohibits any communications regarding this RFP or respecting any issue related to this RFP between (i) a potential Contractor, (which includes vendors, service providers, bidders, proposers, lobbyists, consultants and advisors) and their representative(s), on the one hand, and Authority staff, on the other hand, except for communications made pursuant to this RFP, provided the communication is strictly limited to procedural matters or is otherwise expressly permitted by this RFP (such as, for example, providing a response to a direct inquiry or request for clarification from the Authority), (ii) a potential Contractor and their representative(s), on the one hand, and an Authority member / board member on the other hand, and/or (iii) a potential Contractor and their representative(s), on the one hand, and a member of the Authority’s Evaluation Committee, on the other hand. However, unless specifically provided otherwise by the Authority, the cone of silence does not apply to (a) communications with the Authority’s legal counsel, (b) oral communications at any pre-qualification conference or at any presentation or interview granted by the Authority, (c) oral communications during any Evaluation Committee meeting, and/or (d) communications with Authority staff or Evaluation Committee members by a Contractor during any negotiations between the Authority and that Contractor. Any violation of the cone of silence will render voidable the Contractor’s response and/or any awarded agreement or other written commitment.

3. **Selection Non-Binding:** Neither this RFP, nor the receipt or acceptance of any response submitted by any Contractor, nor the pre-qualification of a Contractor for a presentation or interview before an Evaluation Committee, nor the short-listing or ranking of any Contractor by the Evaluation Committee, nor any oral or written statement related to this RFP made by the Authority or any of its representatives constitutes a binding commitment on the part of the Authority to enter into any contract, development agreement, memorandum of understanding, or other contractual commitment with any Contractor or any other party. Each Contractor acknowledges and agrees that, unless and until a written definitive agreement between it and the Authority has been executed and delivered, the Authority will not be under any legal obligation of any kind whatsoever by virtue of this document or any other written or oral expression. The Authority reserves the right at all times to reject any and all Responses when such rejection is in the best interests of the Authority, and/or to reject the Response of a Contractor who the Authority determines is unable to adequately perform a contract with the Authority, all in the sole and absolute discretion of the Authority. The Authority also reserves the right to waive any minor irregularity or technicality in or with respect to any response received – but the Authority has no duty to do so.

**4. Sunshine Law and Public Records Act; Waiver of Trade Secrets.** The Authority is subject to the requirements of the Government in the Sunshine Law, Art. I, § 24(b), Fla. Const.; §286.011, Fla. Stat., as well as the requirements of the Florida Public Records Act, Chapter 119, Florida Statutes. Contractors are hereby notified that information submitted as part of, or in support of, any response hereto will be available for public inspection in compliance with Chapter 119, Florida Statutes. The Contractor shall not submit any information in response to this RFP which the Contractor considers to be trade secret, proprietary or confidential. The submission of any information by Contractor to the Authority in connection with this RFP shall be deemed conclusively to be a waiver by said Contractor of any trade secret or other legal protection which would otherwise be available to Contractor. Any claim to confidentiality or trade secret protection is deemed expressly waived by the Contractor upon submission of any information to the Authority.

**5. Public Entity Crimes; Discrimination.** 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 response to this RFP or enter into any contract to provide any goods or services to a public entity, may not submit a response to this RFP or enter into any contract for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or 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 for a period of 36 months from the date of being placed on the convicted vendor list. A firm that has been placed on the discriminatory vendor list may not submit a response to an RFP on a contract to provide goods or services to a public entity, may not submit a response to an RFP 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 of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact any business with any public entity.

A firm that has been placed on the discriminatory vendor list may not submit a response to an RFP on a contract to provide goods or services to a public entity, may not submit a response to an RFP 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 of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact any business with any public entity.

**6. Employment of Unauthorized Aliens.** The following standard provision shall apply to any contract that may ultimately be awarded as a result of this RFP: The employment of unauthorized aliens by any firm is considered a violation of section 274A(e) of the Immigration and Nationality Act [8 U.S.C. §1324]. If the firm knowingly employs unauthorized aliens, such violation would allow the Authority to unilaterally cancel any contract.

**7. Non-Liability; Indemnity.** The firm contracted pursuant to this RFP shall hold harmless and indemnify to the fullest extent permitted by applicable law, the Authority, the State of Florida, the Authority Members, and all directors, managers, members, trustees, employees, attorneys, consultants, independent contractors, agents and representatives of each of them (all, collectively, the "Indemnified Parties"), from and against any and all claims, damages, losses, liabilities, penalties, fines, costs and expenses (including reasonable attorney's fees and related expenses) (all, collectively, "Losses") arising out of, resulting from or related to the performance or non-performance of any contract or work or any act or omission of the firm (including also the firm's officers, directors, managers, members, employees, attorneys, consultants, independent contractors, agents and representatives), provided that such Losses are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (including loss of use resulting therefrom), or to a breach of any written agreement or commitment by the firm, or to the negligence, recklessness or wrongful conduct or any violation of any applicable law by the firm (or any of its officers, directors, managers, members, employees, attorneys, consultants, independent contractors, agents and representatives), all regardless of whether or not such Claim(s) are caused in part by any of the Indemnified Parties. The Authority reserves the right, at its option, to participate in the defense of any

suit, without relieving the firm of its indemnity obligations. The foregoing indemnification clause shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which otherwise exist in favor of any of the Indemnified Parties under any law, statute, rule, regulation, or ordinance or under any contract or at common law. The foregoing indemnity obligations shall not be limited by the amount of any insurance required to be obtained or maintained by a firm. Nothing herein or in any contract ultimately entered into by the Authority will be construed as a waiver of any immunity the Authority may have under the doctrine of sovereign immunity. If this clause is found to conflict in any way with Florida law, the clause will be considered modified to the minimum extent necessary to remedy the conflict and make the clause enforceable

**8. Independent Contractor.** A firm, in performance of any executed definitive agreement with the Authority, shall at all times act in the capacity of an independent contractor, and neither the firm nor any of its officers, directors, managers, members, employees, attorneys, consultants, independent contractors, agents or representatives shall be considered an officer, director, manager, member, employee, or agent of the Authority.

**9. Compliance with Laws.** The Contractor shall comply with applicable Federal, State, and local laws and regulations and Florida State Fair Authority Regulations and Policies with respect to its participation in the RFP process. If the Contractor receives an award as a result of the RFP, Contractor shall continue to comply with the foregoing laws, regulations, and policies. If Contractor fails to comply with the requirements of the proceeding sentences, the Authority in its sole discretion, may disqualify Contractor, or if Contractor has been awarded a contract pursuant to the RFP, the Authority, in its sole discretion may determine that Contractor is in default.

**10. Right to Terminate.** In the event any of the provisions of the Agreement are violated by the successful proposer, the Authority may serve written notice upon Contractor of its intention to terminate the contract. Such notice will state the reason(s) for the intention to terminate the Agreement. If the violation does not cease and satisfactory arrangements for correction are not made within ten (10) days after the notice is served upon the Contractor, the contract shall cease and terminate. The liability of the Contractor and/or his surety for any and all such violation(s) shall not be affected by any such termination.

**11. Minority Business Enterprises.** The Authority desires to encourage ultimate award of a contract, or subcontracting portions of a contract to, or purchase of goods or services from, State of Florida Certified Minority Business Enterprises ("CMBE"s). Each Contractor must state whether or not they are a CMBE, and if not, what percentage of any total contract price may be spent with CMBE firms who will be supplying them. Only CMBEs properly certified by the State of Florida will be considered in evaluating minority business enterprise status. If Contractor is a CMBE, the Contractor must submit certification documentation as part of its response.

**12. No Assignment.** Neither the selection of any Contractor following this RFP, nor any short-listing or ranking of any Contractor, nor any contract ultimately awarded, nor any right related to any of the foregoing, may be assigned, delegated or transferred by said firm without the prior written consent of the Authority.

**13. Addition/Deletion.** To the greatest extent permitted by applicable law, the Authority reserves the right to add or delete any item from this RFP or any resulting document or contract when deemed to be in the Authority's best interests.

**14. Publicity.** A firm shall coordinate all publicity relating to bid or contract with the Authority, and a firm shall not issue or publish (or cause to be issued or published) any press release or publicity statement, written or oral, without prior written consent of the Authority.

**15. Governing Law.** The interpretation and construction of this RFP and any response hereto, any transaction or dispute related thereto or hereto, and any contract that may ultimately be entered into with any firm will be governed by and construed under the laws of the State of Florida.

**16. Insurance Requirements.**

a. The Contractor shall not commence any work in connection with this contract until obtaining, at a minimum, the insurance described in this section.

b. The Contractor must secure and maintain, during the life of this agreement, Worker's Compensation Insurance for all his employees connected with the work of this project and, in case any work is sublet, the Contractor shall require the insurance for all of the subcontractor's employees unless such employees are covered by the protection afforded by the Contractor's insurance. Such insurance shall comply fully with the Florida Worker's Compensation -Law. In case any class of employees engaged in work under his contract at the site of the project is not protected under Worker's Compensation statute, the Contractor shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the Authority, for protection of the employees not otherwise protected.

- **Waiver of Subrogation in favor of the Florida State Fair Authority is to be applied to the Workers Compensation.**

c. The Contractor shall secure and maintain during the life of the Agreement, COMPREHENSIVE GENERAL LIABILITY AND COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE which shall protect the Contractor and its officers, employees, servants, agents, and Authority from claims for damages and personal injury, including accidental death, as well as claims for property damages which may arise from operations under this agreement whether such operations be by the Contractor or by anyone directly or indirectly employed by the vendor and the amounts of such insurance shall be for, at a minimum, the amounts as follows:

- **Endorsement to the policy naming the Florida State Fair Authority as the Additional Insured applied the General Liability and the Business Auto Liability.**
- **Commercial General Liability**  
Each occurrence \$ 1,000,000  
Each aggregate \$ 2,000,000
- **Business Auto Liability Insurance**  
Combined Single limit \$ 1,000,000
- **Umbrella or Excess Liability** \$ 1,000,000

The Authority is exempt from paying, and is in no way liable for, any sums of money which may represent a deductible in any vendor's insurance policy. The payment of such deductible is solely the responsibility of the Contractor obtaining the insurance.

## ATTACHMENT “A”

### **2018 Fair Scope of Services**

#### **A. Fairgrounds Buildings (Excluding Restrooms)**

- 1. Facilities Office Building** – Removal and disposal of trash from trash receptacles, as well as trash in boxes, bags or other items marked “trash” and placed next to trash containers. The Authority will provide trash dumpsters in various locations of the Fairgrounds.
- 2. Cracker Country Living History Museum** - Removal and disposal of trash from trash receptacles, as well as trash in boxes, bags or other items marked “trash” and placed next to trash containers, and other trash items found on the ground. The Authority will provide trash dumpsters in various locations of the Fairgrounds.
- 3. Pavilion** – Removal and disposal of trash from trash receptacles, as well as trash in boxes, bags or other items marked “trash” and placed next to trash containers. The Authority will provide trash dumpsters in various locations of the Fairgrounds.
- 4. Expo Hall** – Removal and disposal of trash from trash receptacles, as well as trash in boxes, bags or other items marked “trash” and placed next to trash containers. The Authority will provide trash dumpsters in various locations of the Fairgrounds. Sweep and mop floors with a damp mop. Floor shall have an evenly cleaned surface that is free of dirt and other debris. Cleaning tasks must include the meeting rooms.
- 5. Entertainment Hall** – Removal and disposal of trash from trash receptacles, as well as trash in boxes, bags or other items marked “trash” and placed next to trash containers, and other trash items found on the floor and bleacher areas. The Authority will provide trash dumpsters in various locations of the Fairgrounds. Sweep and mop floors with a damp mop. Floor shall have an evenly cleaned surface that is free of dirt and other debris. Cleaning tasks must include the dressing rooms and bleachers.
- 6. Forestry/Cattleman’s Museum** – Removal and disposal of trash from trash receptacles, as well as trash in boxes, bags or other items marked “trash” and placed next to trash containers, and other trash items found on the floor, including hay and other arena related items. The Authority will provide trash dumpsters in various locations of the Fairgrounds.
- 7. Florida Center** – Removal and disposal of trash from trash receptacles, as well as trash in boxes, bags or other items marked “trash” and placed next to trash containers, and other trash items found on the floor. The Authority will provide trash dumpsters in various locations of the Fairgrounds. Sweep and mop floors with a damp mop. Floor shall have an evenly cleaned surface that is free of dirt and other debris. Vacuum all carpeted floors.
- 8. Special Events Center** - Removal and disposal of trash from trash receptacles, as well as trash in boxes, bags or other items marked “trash” and placed next to trash containers, and other trash items found on the floor. The Authority will provide trash dumpsters in various locations of the Fairgrounds. Sweep and mop floors with a damp mop. Floor shall have an evenly cleaned surface that is free of dirt and other debris.
- 9. Rabbit Barn** Removal and disposal of trash from trash receptacles, as well as trash in boxes, bags or other items marked “trash” and placed next to trash containers, and other trash items found on the floor. The Authority will provide trash dumpsters in various locations of the Fairgrounds. Sweep and mop hard surface floors with a damp mop. Floor shall have an evenly cleaned surface that is free of dirt and other debris.
- 10. Lykes Arena** - Removal and disposal of trash from trash receptacles, as well as trash in boxes, bags or other items marked “trash” and placed next to trash containers, and other trash items found on the floor, including hay and other arena related items. The Authority will provide trash dumpsters in various locations of the Fairgrounds. Use floor Scrubber to scrub the floor after it has been swept clean of debris.

**11. Floating Restaurant and Veranda Restaurant** - Removal and disposal of trash from trash receptacles, as well as trash in boxes, bags or other items marked "trash" and placed next to trash containers, and other trash items found on the floor. The Authority will provide trash dumpsters in various locations of the Fairgrounds.

**12. Ag Hall of Fame** - Removal and disposal of trash from trash receptacles, as well as trash in boxes, bags or other items marked "trash" and placed next to trash containers, and other trash items found on the floor, including hay and other arena related items. The Authority will provide trash dumpsters in various locations of the Fairgrounds. Use small scrubber to scrub the floor after it has been swept clean of debris. Vacuum all carpeted floors. Pull rubber mats from Ag Hall of Fame Kitchen. Sweep and mop floor with a damp mop.

## **B. Outdoor Areas**

1. Trash removal from all interior grounds, including the following areas:

a. **North Campgrounds** – Removal and disposal of trash from trash receptacles, as well as trash in boxes, bags or other items marked "trash" and placed next to trash containers, and other trash items found on the ground. The Authority will provide trash dumpsters in various locations of the Fairgrounds. A late final cleaning shall be performed after the Fair has ended.

b. **South Campgrounds, "Club Med Camping", and various other camping areas** - Removal and disposal of trash from trash receptacles, as well as trash in boxes, bags or other items marked "trash" and placed next to trash containers, and other trash items found on the ground. The Authority will provide trash dumpsters in various locations of the Fairgrounds.

c. **Midway Areas, North Dome, South Domes, Equestrian Center, interior roadways, outdoor stages and entertainment areas** - Removal and disposal of trash from trash receptacles, as well as trash in boxes, bags or other items marked "trash" and placed next to trash containers, and other trash items found on the ground. The Authority will provide trash dumpsters in various locations of the Fairgrounds. All outdoor stages and entertainment areas - Sweep and mop hard surface floors with a damp mop. Floor shall have an evenly cleaned surface that is free of dirt and other debris

d. **Lakes** – Periodic cleaning of debris from lakes, on an "as needed" basis, using a net to scoop up debris.

e. **All hard surfaced walkways.** Use power blower, provided by Contractor, to remove leaves, dirt and debris from all walkways and concrete/asphalt space, on a daily basis. These include, but are not limited to, Ag Hall of Fame patio and doorways; Lykes Arena North Side; all stages; South Beer Dome; North Beer Dome; Administration parking lot; Floating Restaurant, Forestry; Expo Hall; and Entertainment Hall.

f. **Parking Areas and Roadways** Removal and disposal of trash from trash receptacles, as well as trash in boxes, bags or other items marked "trash" and placed next to trash containers, and other trash items found on the ground in all parking areas – both inside and outside of the Fair area. The Authority will provide trash dumpsters in various locations of the Fairgrounds. Use power blower following removal of trash. Street sweep all roadways each night of the Fair, using a street sweeper provided by Contractor. Mop spills on roadways, as needed for safety.

g. **Liners for outdoor trash cans will be provided by the Contractor.**

C. **Public Restrooms** – The following public restrooms shall be cleaned and maintained:

1. **Midway** – Facility A, North Midway, West Midway, and up to three portable Restrooms

2. **Grounds** – Facility B, South Midway, Lakeside, Portable in South Campgrounds

3. **Buildings** – Expo Hall, ENT Hall, Cracker Country, Florida Center, Special Events Center, Ag Hall of Fame, Lykes Arena, and Equestrian Center.

**Cleaning and maintenance shall include the following tasks:**

- Empty waste/sanitary receptacles

- Fill dispensers
- Sweep/mop hard surface floors with germicidal cleaner
- Sanitize waste receptacles
- Replace poly liners
- Clean mirrors
- Clean and sanitize all fixtures

## STAFFING AND SCHEDULING

### A. Staffing and Scheduling for Public Restrooms

Location of the public restrooms (unless otherwise noted there is a women’s and men’s public restroom at each location) at the Florida State Fair which are included in the Scope of Services:

Florida Living Center (“FLC”)

Special Events Center (“SEC”)

Lykes Arena

West Midway Restroom North Midway Bathhouse

Expo Hall -2 North Restrooms

Expo Hall 2 South Restrooms

Entertainment Hall

Three Portable Restroom Trailers: W Midway, by Circus, South Campground

Facility B (by FLC-SEC)

South Midway Bathhouse

West Midway Portable Restroom Trailer

Facility A (near the Administration Building)

Pavilion

Lakeside Portable Restroom

Cracker Country

**Staffing and Scheduling:** The public restrooms must be cleaned and maintained each twelve (12) days of the Fair. Each will be assigned a cleaning team of two (2) people. Each team will be on duty throughout the day. Inspection and cleaning will be more frequent on weekend days. A minimum of ten (10) teams, with appropriate supervision and transportation must be on duty on weekend days. The outdoor restrooms need to be maintained for an additional seven (7) days after the fair.

### B. Staffing and Scheduling for Buildings (excluding restrooms)

1. **Facilities Office Building** – Two person team. Inspect and provide cleaning services twice daily during the Fair.
2. **Cracker Country Living History Museum** – Two person team. Inspect and provide cleaning services on an ongoing basis. Must remain on site during the operating hours of the Fair.
3. **Pavilion** – Two person team. Inspect and provide cleaning services twice daily during the Fair. Schedule cleanings around events held at the Pavilion. Additional cleanings, as needed after evening events.
4. **Expo Hall** – Inspections must occur periodically during each day. This is a high traffic building, which requires consistent care. Cleaning services as needed. At least one two person team must be on duty throughout each day of the Fair. A thorough cleaning must occur at the end of each day of the Fair.
5. **Entertainment Hall** – Two person team. Inspect and provide cleaning services twice daily during the Fair. Schedule cleanings around events held at Entertainment Hall. Additional cleanings, as needed.
6. **Forestry/Cattleman’s Museum** – Two person team. Inspect and provide cleaning services twice daily during the Fair.

7. **Florida Center** – Inspections must occur periodically during each day. This is a high traffic building, which requires consistent care. Cleaning services as needed. At least one two person team must be on duty throughout each day of the Fair. A thorough cleaning must occur at the end of each day of the Fair.
8. **Special Events Center** - Inspections must occur periodically during each day. This is a high traffic building, which requires consistent care. Cleaning services as needed. At least one two person team must be on duty throughout each day of the Fair. A thorough cleaning must occur at the end of each day of the Fair.
9. **Rabbit Barn** - Two person team. Inspect and provide cleaning services twice daily during the Fair. Additional cleaning, as needed.
10. **Lykes Arena** – Multi person team, including person operating scrubber, to prepare facility for the following day.
11. **Floating Restaurant and Veranda Restaurant** - Two person team. Inspect and provide cleaning services twice daily during the Fair. Additional cleaning, as needed.
12. **Ag Hall of Fame** - Two person team. Inspect and provide cleaning services twice daily during the Fair. Additional cleaning, as needed. A thorough cleaning, including floors, must occur at the end of each day of the Fair.
13. **Forestry/Cattleman’s Building** - Two person team. Inspect and provide cleaning services twice daily during the Fair.

**C. Staffing and Scheduling for Outdoor Areas (excluding restrooms)**

1. **North Campgrounds** – Inspections must occur periodically during each day. Trash and other waste pickup, as needed. At least one two person team must be on duty throughout each day of the Fair. A thorough late final cleaning must occur one week after the end of the Fair.
2. **South Campgrounds, “Club Med Camping”, and various other camping areas** – Inspections must occur periodically during each day. Trash and other waste pickup, as needed. At least person team must be on duty throughout each day of the Fair.
3. **Midway Areas, North Dome, South Domes, Equestrian Center, interior roadways, outdoor stages and entertainment areas** – Inspections must occur periodically during each day. This is a high traffic area, which requires consistent care. Cleaning services as needed. At least three (3) - two (2) person teams must be on duty throughout each day of the Fair. A final inspection and trash and debris pickup must occur at the end of each day of the Fair. All outdoor stages and entertainment areas swept and hard surface floors mopped with a damp mop at the end of each day of the Fair.
4. **Lakes** – Periodic cleaning of debris from lakes, on an “as needed” basis, using a net to scoop up debris
5. **All hard surfaced walkways.** Remove leaves, dirt and debris from all walkways and concrete/asphalt space, using a blower, on a daily basis. These include, but are not limited to, Ag Hall of Fame patio and doorways; Lykes Arena North Side; all stages; South Beer Dome; North Beer Dome; Administration parking lot; Floating Restaurant, Forestry; Expo Hall; and Entertainment Hall. Cleaning shall occur at the beginning and at the end of each day of the Fair. At least two (2) – two (2) person teams must be on duty throughout each day of the Fair.
6. **Parking Areas and Roadways** Multi person team to prepare this area, at the end of each Fair day, for the following day of the Fair. Multi person staff must run a power blower over these areas following removal of trash. All roadways must be swept at the end of each day of the Fair, using a street sweeper provided by Contractor. Mop spills on roadways, as needed.
7. **Midway Areas** A team must remain to clean up debris from the outdoor Midway areas for seven (7) days after the end of the Fair, as the rides are dismantled.

**AS STATED IN THE RFP, THE CONTRACTOR SHALL FURNISH AND MAINTAIN ALL NECESSARY EQUIPMENT TO EXECUTE THE SERVICES, INCLUDING PLASTIC LINERS FOR THE INDOOR AND OUTDOOR TRASH RECEPTACLES. THE AUTHORITY WILL PROVIDE THE FOLLOWING FOR THE CLEANING OF THE BATHROOMS: CLEANING SOLVENTS, SOAP FOR DISPENSERS, TOILET TISSUE, PAPER TOWELS, AND PLASTIC TRASH LINERS.**

**ATTACHMENT "B"**

**BID PRICE SHEET**

DESCRIPTION

PROPOSED BID

ALL SERVICES AS SPECIFIED IN THE REQUEST FOR PROPOSAL.

\$ \_\_\_\_\_

By affixing signature to this BID PROPOSAL SHEET, proposer acknowledges reading and agrees to all terms, provisions and conditions contained in this Request for Proposal.

FIRM NAME: \_\_\_\_\_

SIGNATURE (MANUAL): \_\_\_\_\_

SIGNATURE (PRINTED): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

FEID/SSN: \_\_\_\_\_