

BID FORM (CONT'D)

BID NUMBER:

20-70: Annual Park Restroom Janitorial Services

Additional Future Restrooms Bid Below			
Park	Address	\$ Open/Close Bid Price	\$ Cleaning Bid Price
Squirrel Ridge Park Small Floor Plan	1603 SW Williston Rd 32608		

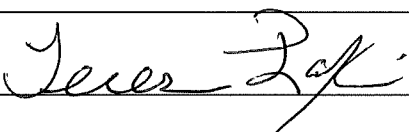
Acknowledge Receipt of Addendum(s)
(if applicable circle):

#1 ☒ Yes No #2 ☒ Yes No #3 ☒ Yes No #4 ☒ Yes No

Bidder: Teresa Larkin Company: Tee's Cleaning Service

Address: 9401 sw 94th Terr Gainesville FL 32608

Authorized
Signature:

Teresa Larkin 

Title: Owner

Clearly Print Name: Teresa Larkin

Phone: 352-225-0851 Fax: _____ Date: 8/3/1/2019

Email Address: tlarkin59@yahoo.com

BID FORM

BID NUMBER: 20-70: Annual Park Restroom Janitorial Services

BID OPENING DATE: 2:00 pm, Wednesday, July 17, 2019

PLACE OF BID OPENING: Alachua County Division of Purchasing, 3rd Floor
County Administration Building
12 SE 1st Street
Gainesville, Florida, 32601-6983

TO: The County Commissioners, County of Alachua:

The undersigned, as Contractor, hereby declares that he has carefully read and examined the specifications and with full knowledge of all conditions, under which the equipment and services herein contemplated must be furnished, hereby proposes and agrees to furnish the equipment and services according to the requirements as set out in the specifications for said equipment and service:

Park	Address	\$ Open/Close Bid Price per Day	\$ Cleaning Bid Price per Day
Copeland Park Small Floor Plan	7020 NE 27 th Avenue Gainesville, FL 32609		
Cynthia Moore Chestnut Park and Clark Butler Nature Preserve Small Floor Plan	2315 SE 35 th Street Gainesville, FL 32641		
Earl P Powers Park Large Floor Plan	5910 SE Hawthorne Road Gainesville, FL 32641		
Forest Park Large Floor Plan	4501 SW 20 th Avenue Gainesville, FL 32607	\$3.25	\$13.85
Lochloosa Park Small Floor Plan	16204 SE 207 th Lane Hawthorne, FL 32640		
Marjorie K. Rawlings Park Large Floor Plan	18800 South CR 325 Cross Creek, FL 32640		
Monteocha Park Small Floor Plan	803 NW 192 nd Avenue Gainesville, FL 32609		
Owens-Illinois Park Small Floor Plan	11309 SE 16 th Avenue Windsor, FL 32641		
Rotary Park at Jonesville (2 separate restrooms on site) Multi-Purpose Floor Plan	14100 NW 32 nd Avenue Gainesville, FL 32606	\$3.25	\$18.65
Santa Fe Lake Park, Variation of the Large Floor Plan (Floor Plan not available)	24500 N.E. SR 26 Melrose, FL 32666		
Veterans Memorial Park, Existing Plan Not Available, INSIDE ONLY	7400 SW 41 st Place Gainesville, FL 32609	N/A	\$8.25
Veterans Memorial Park, Existing , Plan Not available, OUTSIDE ONLY	7400 SW 41 st Place Gainesville, FL 32609	\$3.25	\$13.85

RESPONSIBLE AGENT FORM

The Contractor shall designate a responsible agent and alternate as necessary, for all dealings, communications, or notices or contracts between the Entities and the contractor by completing and returning this Responsible Agent Form. Any notice or communication to or from the responsible agent shall be deemed to be a communication to the contractor

RESPONSIBLE AGENT: Teresa Larkin

ADDRESS: 9401 SW 94th Terr Gainesville FL 32608

PHONE NO.: 352-225-0851

FAX NO.: _____

Email _____

Address: tlarkin59@yahoo.com

ALTERNATE RESPONSIBLE AGENT: _____

ADDRESS _____

PHONE NO. _____

FAX NO. _____

Email Address: _____

SIGNED: *Teresa Larkin* *Teresa Larkin* DATE: 8/1/19

Small Business Enterprise (SBE) Program Participation Form

BID NUMBER: 20-70: Annual Park Restroom Janitorial Services

OPTION 1

I certify that our Company is an Alachua County Certified Small Business Enterprise (SBE) registered prior to the Bid opening.

Circle One: **Yes (If yes, complete and sign the last page of this Exhibit)**

No (If No, proceed to *Option 2.*)

OPTION 2

I certify that our Company will perform ALL work and that no subcontractors will be utilized for this bid.

Circle One: **Yes (If yes, complete and sign the last page of this Exhibit)**

No (If No, proceed to *Option 3.*)

BID NUMBER: 20-70: Annual Park Restroom Janitorial Services

OPTION 4

SBE Good Faith Effort. To be considered responsive all Vendors **must have** SBE Participation or demonstrate a good faith effort to utilize SBE subcontractors. **If option 1, 2 or 3 was not chosen the Vendor must complete the section below substantiating compliance with good faith effort requirements.**

In accordance with Section 22.36, of the Alachua County Purchasing Code, I have solicited and received responses from the following Alachua County certified SBE companies. (The SBE vendor's response **MUST** be recorded in the section below.)

1	Name of SBE Company:	Date SBE Contacted
SBE Contact Name: Phone:		/ /
Must be completed by. SBE Response when contacted:		
2	Name of SBE Company:	Date SBE Contacted
SBE Contact Name: Phone:		/ /
Must be completed by. SBE Response when contacted:		
3	Name of SBE Company:	Date SBE Contacted
SBE Contact Name: Phone:		/ /
Must be completed by. SBE Response when contacted:		
4	Name of SBE Company:	Date SBE Contacted
SBE Contact Name: Phone:		/ /
Must be completed by. SBE Response when contacted:		
5	Name of SBE Company:	Date SBE Contacted
SBE Contact Name: Phone:		/ /
Must be completed by. SBE Response when contacted:		
6	Name of SBE Company:	Date SBE Contacted
SBE Contact Name: Phone:		/ /
Must be completed by. SBE Response when contacted:		

BID NUMBER: 20-70: Annual Park Restroom Janitorial Services

I as the undersigned Vendor certify that I have completed one of the option(s) below (*Circle One*):

OPTION 1

OPTION 2

OPTION 3

OPTION 4

If you are unable to certify that, you have completed to the best of your knowledge and belief **OPTION 1, OPTION 2, OPTION 3 or OPTION 4, CALL (48 hours prior to bid opening) the Division of Purchasing at 352.374.5202, for direction.**

Vendor Name: Tee's Cleaning Service Date 8/1/19Signature *Teresa Larkin* *Tee's Lark* Title OwnerPrinted Name: Teresa Larkin Title owner

ALACHUA COUNTY GOVERNMENT MINIMUM WAGE (GMW) FORM

Bid 20-70: Annual Park Restroom Janitorial Services

The undersigned certifies that all employees, contracted and subcontracted, completing services as part of this Bid/RFP are paid, and will continue to be paid, in accordance with Chapter 22, Article III of the Alachua County Code of Ordinance ("Wage Ordinance").

Please mark the appropriate box below that applies to how you pay your employees:

1.	<input type="checkbox"/> Employees involved with Alachua County projects are paid a minimum of \$13.50 hourly and are provided health benefits?
2.	<input checked="" type="checkbox"/> Employees involved with Alachua County projects are paid a minimum of \$15.60 hourly but are not provided health benefits?

Bidder: Teresa Larkin Company: Tee's Cleaning ServiceAuthorized
Signature:Title: OwnerClearly Print Name: Teresa Larkin Phone: 352-225-0851Email Address: tlarkin59@yahoo.com

DRUG FREE WORKPLACE

Section 22.09 Competitive Sealed Bidding of the Alachua County Purchasing Code states that in the evaluation of bids, all factors in the bidding process being equal, both as to dollar amount and ability to perform, priority will be given, first, to those vendors certifying a drug-free workplace, secondly, to certified Small Business Enterprise (SBE) bidders.

The undersigned vendor in accordance with §287.087, Florida Statute and Section 22.09 of the Alachua County Purchasing Code hereby certifies that

Tee's Cleaning Service

Name of Business

Does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, 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 on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 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

8/1/19

Date

PUBLIC RECORD DECLARATION OR CLAIM OF EXEMPTION

As a bidder or proposer, any document you submit to Alachua County may be a public record and be open for personal inspection or copying by any person. In Florida 'public records' are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Section 119.011, F.S. A document is subject to personal inspection and copying unless it falls under one of the public records exemptions created under Florida law. Please designate what portion of your bid or proposal, if any, qualifies to be exempt from inspection and copying:

(Execute either section I. or II, but not both; bidder may not modify language)

I. NO EXEMPTION FROM PUBLIC RECORDS LAW

No part of the bid or proposal submitted is exempt from disclosure under the Florida public records law, Ch. 119, F.S.

Teresa A. Perkins 8/1/19
 Bidder's Signature Date

--- OR ---

II. EXEMPTION FROM PUBLIC RECORDS LAW AND AGREEMENT TO INDEMNIFY AND DEFEND ALACHUA COUNTY

The following parts of the bid or proposal submitted are exempt from disclosure under the Florida public records law because: (list exempt parts and legal justification. i.e. trade secret):

By claiming that all or part of the bid or proposal is exempt from the public records law, the undersigned bidder or proposer agrees to protect, defend, indemnify and hold the County, its officers, employees and agents free and harmless from and against any and all claims arising out of a request to inspect or copy the bid or proposal. The undersigned bidder or proposer agrees to investigate, handle, respond to, provide defense (including payment of attorney fees, court costs, and expert witness fees and expenses up to and including any appeal) for and defend any such claim at its sole cost and expense through counsel chosen by the County and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false, or fraudulent.

 Bidder's Signature Date

BIDDER'S QUESTIONNAIRE

Bidder's Name: Tee's Cleaning Service

Bidder's Address: 9401 SW 94th Terr Gainesville FL Phone: 352-682-6976

Number of years in this type of service? 18 Number of years licensed in Alachua County: 2

Number of employees "ON THE JOB" each week: 3 Number of employees "ON CALL" each week: _____

Will you subcontract any part of this work: Yes _____ No X If so, give details: _____

List all major equipment which will be available upon commencement of the agreement to perform the required service:

Do you currently hold any municipality contracts: Yes _____ No _____ If so, please indicate below:

List three references of firms receiving similar service to that requested in this bid (comparable facility size):

- 1) Firm: Charles Perry Partners Inc Phone: 352-333-9292
Contact Person: Mrs Haggin
- 2) Firm: Alachua County Facilities Managment Phone: 352-374-5295
Contact Person: Mr. Charles Jackson
- 3) Firm: Gru Phone: 352-393-1330
Contact Person: _____

Are your employees screened by: (indicate)

- 1) Polygraph _____
- 2) General Interview _____
- 3) Background Investigation _____
- 4) Police Record Check _____
- 5) Additional _____

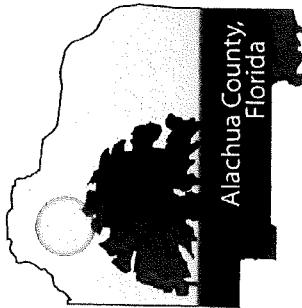
Have any leases, contracts or agreements for services held by your firm ever been canceled or terminated before the end of the term by either party: Yes _____ No _____. If the answer is yes, state the location and circumstances on an "attachment" to this questionnaire.

What constitutes your normal business days and working hours: _____

Describe in the spaces provided, your firm's operational plan for providing the services under this agreement:

The undersigned swears to the truth and accuracy of all statements and answers contained herein:

DATE: _____ AUTHORIZED SIGNATURE: _____



**Alachua County Board of
County Commissioners
Equal Opportunity Office**

TEE'S CLEANING SERVICE

is Certified as a Small Business

Enterprise Under the Provisions of

Section 22, Alachua County Ordinance 06-28

from October 31, 2018 to October 31, 2019

Jacqueline Chung
Jacqueline Chung
Equal Opportunity
Manager

Chair
Alachua County Board of
County Commissioners

State of Florida

Woman & Minority Business Certification

Tee's cleaning service

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:

11/21/2017 to 11/21/2019



Eric Beck, Secretary
Florida Department of Management Services



office of supplier
diversity

Office of Supplier Diversity • 4050 Esplanade Way, Suite 380 • Tallahassee, FL 32399 • 850-487-0715 • www.dms.myflorida.com/osd

**John Power, Alachua County Tax Collector**

Tax Operations Phone: (352) 264-6968

EXPIRES September 30, 2019
ACCOUNT 11727**018-2019 ALACHUA COUNTY LOCAL BUSINESS TAX RECEIPT**

OWNER NAME: TERESA J LARKIN	BUSINESS ADDRESS: 9401 SW 94TH TER
TYPE OF BUSINESS: Janitorial and allied service-Interior clean	DESCRIPTION:

TEE'S CLEANING SERVICE

9401 SW 94TH TER
GAINESVILLE, FL 32608

DATE	RECEIPT NO.	AMOUNT PAID
09/28/2018	17-0260010	52.50

THIS LOCAL BUSINESS TAX RECEIPT DOES NOT CONFIRM THAT
REGULATORY ZONING REQUIREMENTS HAVE BEEN MET. IT IS THE
OWNER'S RESPONSIBILITY TO ENSURE COMPLIANCE.www.AlachuaCollector.com*****ATTENTION*******THIS RECEIPT IS FOR LOCAL BUSINESS TAX RECEIPT ONLY**
CERTAIN BUSINESSES MAY REQUIRE ADDITIONAL STATE LICENSING

This is a business tax receipt only. It does not permit the receipt holder to violate any existing regulatory or zoning laws of the county or city. It does not exempt the receipt holder from any other license or permit required by law. This is not a certification of the receipt holder's qualifications.

Original



Tee's Cleaning Service LLC
9401 SW 94th Terrace
Gainesville, FL 32608

**Tee's Cleaning
Service**

9401 SW 94th Terrace
Gainesville, FL 32608

Tel: (352) 225-0851

To Whom it May Concern,

It is with great pleasure to present this proposal to bid for the Janitorial Services for the city of Gainesville. Tee's Cleaning Service is a minority owned business with over 35 years of experience in janitorial services.

We understand all aspects of the scope of services required for this bid. We pride ourselves in our safe, secure, and clean environments. As you will see, our company's service is cost effective. We are highly capable to extensively meet the needs of your custodial service to the scope of the work outlined within this proposal.

Sincerely,

Teresa Larkin

Owner



Project Understanding and Approach

Tee's Cleaning Service is staffed with experienced employees who understand the requirements and objectives that are required for this facility. Our team will provide the support and management to ensure your complete satisfaction.

Consultants Qualifications and Staff

Tee's Cleaning Service was established on October 1, 2011 by Teresa Larkin. Mrs. Larkin has over 30 years of experience in facility management. She has served as custodian for the Alachua County School District. She is currently the head custodian at Lake Forest Elementary, which is over 40,000 square feet. Duties include supervisor of staff, quality assurance, inventory control, etc.

Tee's Cleaning Service employs several employees with just as much experience as Mrs. Larkin. The employees listed below will be assigned to work on the projects that are awarded. All required information will be provided for background checks on each individual.



Employee Roster for Tee's Cleaning Service

Teresa Larkin Owner/Supervisor 25+yrs. Exp.
Charlie Thomas Supervisor 20+yrs Exp.
Edith Parker Supervisor 20+yrs Exp.
Mary Walker Supervisor 20+yrs Exp.
Della Howard Team Leader 20+yrs. Exp.
Thomas Davis Floor Tech 20+yrs Exp.
Bryan Daniels Floor Tech 25+yrs Exp.
Emmanuel Payne Floor Tech 15+yrs Exp.
Lugenine Payne Staff 15+yrs Exp.
Annie Whitehead Supervisor 15+yrs Exp
Mattie McClendon Team Leader 15+yrs Exp
William Stacy Staff 10+yrs Exp.
Bobby Ross Staff/Floor Tech 10+yrs Exp.
Curtis Mann Staff/Floor Tech 10+yrs Exp.
Lovely Larkin Supervisor 5+yrs Exp.
Keith Kelsey Team Leader 5+yrs Exp.
Natasha Smith Staff 5+yrs Exp.
Rosa Freeman Staff 5+yrs Exp.
Frederick Fisher Staff 5+yrs Exp.
Richard Jackson Staff 5+ yrs Exp
Angelia Carter 3+ yrs Exp
Erica Foster 3+ yrs Exp
Mrgaret Mayze 3+ yrs Exp.

Ability To Meet Time and Budget Requirements

Tee's Cleaning Service will utilize all available resources, to insure that the customer's needs are met within an acceptable time frame while remaining within the budget constraints.

Effect of Project Team Location on Project

Tee's Cleaning Service is located within Alachua County and available to respond within 3 hours of notification.

<u>References:</u>		
City of Gainesville – GRU	(352) 393-1330	
Charles Perry Partners, Inc.	(352) 333-9292	Attn: Mrs. Hagin
Pediatric Health Choice	(352) 333-1900	Attn: Mrs. Greenlee
Alachua County Facilities Management	(352) 374-5295	Attn: Mr. Charles Jackson

Division of Recreation and Parks: District 2 (352) 955-2135



Alachua County Budget and Fiscal Services Procurement

Larry M. Sapp, CPPB
Procurement Manager

Darryl R. Kight, CPPB
Procurement Supervisor

July 2, 2019

RE: Addendum #1
Bid 20-70 Annual Park Restroom Janitorial Services

Dear Sir/Madam:

Please be aware of the following clarifications regarding the above referenced Bid:

The above **Bid Opening Date** has been extended to **August 7, 2019, at 2:00 pm.** All Bids must be received at the Procurement Department, 3rd Floor Administration Building, 12 SE 1st Street, Gainesville, FL 32601-6893.

NOTE: You should acknowledge receipt of this addendum on your Bid Form.

End of Addendum # 1

Sincerely,

Mandy Mullins
Procurement Agent

MM/bf



Alachua County Budget and Fiscal Services Procurement

Larry M. Sapp, CPPB
Procurement Manager

Darryl R. Kight, CPPB
Procurement Supervisor

July 8, 2019

RE: Addendum #2
Bid 20-70 Annual Park Restroom Janitorial Services

Dear Sir/Madam:

Please be aware of the following clarifications regarding the above referenced Bid:

The above **Bid Opening Date** has been extended to **August 7, 2019, at 2:00 pm**. All Bids must be received at the Procurement Department, 3rd Floor Administration Building, 12 SE 1st Street, Gainesville, FL 32601-6893.

Q #1: Who is the current vendor?

A #1: Kleaning Up With The Joneses.

Q #2: What is the current pricing?

A #2: See attached pricing.

NOTE: You should acknowledge receipt of this addendum on your Bid Form.

End of Addendum #2

Sincerely,

Mandy Mullins
Procurement Agent

MM



Alachua County Budget and Fiscal Services Procurement

Larry M. Sapp, CPPB
Procurement Manager

Darryl R. Kight, CPPB
Procurement Supervisor

July 29, 2019

RE: Addendum #3
Bid 20-70 Annual Park Restroom Janitorial Services

Dear Sir/Madam:

Please be aware of the following clarifications regarding the above referenced Bid:

Questions & Answers

Q #1: Who is responsible for delivering supplies to the parks?

A #1: The County's Park staff will deliver all supplies to the restrooms in the parks.

Q #2: Who is responsible for the **trashcans outside** of the restrooms in the parks?

A #2: The County's Park staff is responsible for the **trashcans outside** of the restrooms in the parks.

NOTE: You should acknowledge receipt of this addendum on your Bid Form.

End of Addendum #3

Sincerely,

Mandy Mullins
Procurement Agent I

MM/drck



Alachua County Budget and Fiscal Services Procurement

Larry M. Sapp, CPPB
Procurement Manager

Darryl R. Kight, CPPB
Procurement Supervisor

August 6, 2019

RE: Addendum #4
Bid 20-70 Annual Park Restroom Janitorial Services

Dear Sir/Madam:

Please be aware of the following clarifications regarding the above referenced Bid:

The above **Bid Opening Date** has been extended to **August 14, 2019, at 2:00 pm**. All Bids must be received at the Procurement Department, 3rd Floor Administration Building, 12 SE 1st Street, Gainesville, FL 32601-6893.

NOTE: You should acknowledge receipt of this addendum on your Bid Form.

End of Addendum #4

Sincerely,

Mandy Mullins

Mandy Mullins
Procurement Agent

MM/bf

To Alachua County Board
Commissioners

Annual Park Restroom Janitor

Bid # 20-70

AUG 12 '19 AM 11:38

From Tee's Cleaning
Service