

MEMORANDUM

DATE: October 3, 2001
TO: Sandra Johnson, City Clerk
FROM: Barbara Gassaway
Office of Management & Budget
SUBJECT: Authorization to Release Contract

(B)

CONTRACT #: 20010017
CONTRACT TITLE: Janitorial Services
VENDOR NAME: Service One Janitorial

ENCUMBRANCE REQUIRED: NO
DATE COUNCIL APPROVED: NA

The subject contract is for the next fiscal period and was effective October 1st however, the purchase order has not been issued as yet.

Please accept this memorandum as your authority to distribute the executed document.

Thank you.

CONTRACT ADDENDUM

Contract #20010017

Addendum #1

Date: October 1, 2001

Contract Title: Janitorial Services

Contractor's Name: Service One Janitorial

Contract Expiration: 09/30/06

The following modifications to the Terms and Conditions contained in Contract #20010017 between Service One Janitorial dated October 1, 2001 and the City of Port St. Lucie are hereby incorporated and made a part of this Contract.

- Clean carpets at the Police Sub Station, Darwin Square, and Police Sub Station, US #1 two (2) times per year, per location, at an additional cost of \$75.00 per cleaning.
- Clean locker room showers at the Police Administration, Building "C", seven (7) days per week at no additional fee.
- The separate room inside the records keeping area is off limits to all cleaning personnel.

All other terms and conditions of the original contract and/or Addenda apply.

IN WITNESS WHEREOF, the parties have executed this contract at Port St. Lucie Florida, the day and year first above written.

CITY OF PORT ST. LUCIE FLORIDA

By: Donald Blooper
City Manager

ATTEST:
By: [Signature]
City Clerk

By: [Signature]
Authorized Representative of Service One Janitorial

State of: Florida

County of: St. Lucie

Before me personally appeared:

KENNETH MCGEE
(please print)

Personally known X

or Produced Identification (type of identification) _____

Identification No. _____

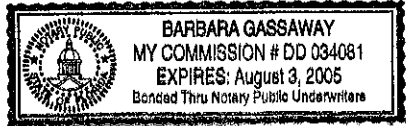
known to me to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that he executed said instrument for the purposes therein expressed.
(he/she)

WITNESS my hand and official seal, this 3 day of October, 2001.

Barbara Gassaway
Notary Signature

Notary Public-State of Florida at Large

My Commission Expires August 3, 2005.



(seal)

**CITY OF PORT SAINT LUCIE
CONTRACT FORM**

This CONTRACT, executed this 17th day of September, 2001, by and between the CITY OF PORT ST. LUCIE, FLORIDA, a municipal corporation, duly organized under the laws of the State of Florida, hereinafter called "City" party of the first part, and Service One Janitorial, 5907 SW Cherokee Street, Palm City, FL 34990. Telephone No. (561) 283-8448, Fax No. (561) 340-0234, hereinafter called "Contractor", party of the second part.

RECITALS

In consideration of the below agreements and covenants set forth herein, the parties agree as follows:

**SECTION I
DESCRIPTION OF SERVICES TO BE PROVIDED**

The specific work that the Contractor has agreed to perform pursuant to the Sealed Request for Proposal is Janitorial Services for all City Buildings in #SRFP 20010017, Appendix A through Appendix O (minus Appendix J), and Schedule "A", attached and made a part of this Contract.

**SECTION II
TIME OF PERFORMANCE**

Contract period shall commence October 1, 2001 and terminate September 30, 2006. In the event all work required in the proposal specifications have not been completed by the specified date, the Contractor agrees to provide work as authorized by the Contract Supervisor until all work specified in the Sealed Request for Proposal has been rendered.

**SECTION III
COMPENSATION**

This is a Performance Based contract. Contractor shall be paid only for services rendered less any percentage of work not performed in accordance with Schedule "A" attached. Payments will be distributed in twelve (12) monthly disbursements in accordance with Section X. Contractor shall render monthly invoices at the conclusion of each month for services rendered in the previous month. Payment shall be made in full within thirty (30) days after receipt of invoice provided invoice is submitted as required and approved by the Contract Supervisor at the following rates:

LOCATION	MONTHLY AMOUNT	YEARLY AMOUNT
Administration, Building "A"	\$ 3,700.00	\$ 44,400.00
Building & Engineering, Building "B"	\$ 682.00	\$ 8,184.00
Police Administration, Building "C"	\$ 1,941.00	\$ 23,092.00
Police Sub Station, Darwin Square	\$ 155.00	\$ 1,860.00
Police Sub Station, US #1	\$ 168.00	\$ 2,016.00

LOCATION	MONTHLY AMOUNT	YEARLY AMOUNT
Police, Neighborhood Services	\$ 170.00	\$ 2,040.00
Public Works, Administration Building	\$ 380.00	\$ 4,560.00
Public Works Building, Garage	\$ 380.00	\$ 4,560.00
Public Works, Traffic Annex	\$ 120.00	\$ 1,440.00
Utilities RO Plant/Admin. Building	\$ 780.00	\$ 9,360.00
Community Center	\$ 1,900.00	\$ 22,800.00
Parks & Rec. Municipal Rec. Center	\$ 1,050.00	\$ 12,600.00
Robert E. Minsky Gymnasium	\$ 2,050.00	\$ 24,600.00
Building Maintenance Facility	\$ 280.00	\$ 3,360.00
TOTALS	\$ 13,756.00	\$ 165,072.00

The Contractor shall not be paid additional compensation for any and/or loss or damage arising out of the nature of the work, from the action of the elements, or from any delay or unforeseen obstruction or difficulties encountered in the performance of the work, and for all expenses incurred by or in consequence of the suspension or discontinuance of the work.

Payments shall be made within thirty (30) days of receipt of Contractor's invoice, unless contractor has chosen to take advantage of the Purchasing Card Program which guarantees payment within several days. Payments shall be made provided the submitted invoice is accompanied by adequate supporting documentation and approved by Contract Supervisor.

No payment for projects involving improvements to real property shall be due until Contractor delivers to City a complete release of all claims arising out of the contract or receipts in full in lieu thereof, and an affidavit on his personal knowledge that the releases and receipts include labor and materials for which a lien could be filed.

All invoices and correspondence relative to this contract must contain the contract number appearing herein.

SECTION IV CONFORMANCE WITH PROPOSAL

It is understood that the materials and/or work required herein are in accordance with the proposal made by the Contractor pursuant to the Request for Proposal and Specifications on file in the Office of Management and Budget of the City. All documents submitted by the Contractor in relation to said proposal, and all documents promulgated by the City for inviting proposals are, by reference, made a part hereof as if set forth herein in full.

SECTION V INSURANCE

The Selected Contractor shall agree to maintain Worker's Compensation Insurance & Employers Liability in accordance with Florida Statutes Chapter 440.

Selected Contractor shall agree to maintain Business Automobile Liability at a limit of liability not less than \$500,000 each occurrence for all owned, non-owned and hired automobiles. In the event the proposer does not own any automobiles the Business Auto Liability requirement shall be amended allowing proposer to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business auto Coverage form.

Commercial General Liability for public liability during the lifetime of this contract shall have minimum limits of \$1,000,000 per claim, \$2,000,000 per occurrence for Personal Injury, Bodily Injury, and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. All insurance policies shall be issued from a company or companies duly licensed by the State of Florida. All policies shall be on an occurrence-made basis; the City shall not accept claims-made policies. Specific endorsements will be requested depending upon the type and scope of work to be performed.

The Selected Contractor shall agree to maintain Professional Liability, or equivalent Errors & Omissions Liability at a limit of liability not less than \$1,000,000 Per Occurrence. When a self-insured retention (SIR) or deductible exceeds \$10,000, City reserves the right, but not the obligation, to review and request a copy of Bidder's most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, bidder warrants the retroactive date equals or precedes the effective date of this contract. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this Contract, bidder shall agree to purchase a SERP with a minimum reporting period not less than three (3) years.

Except as to Workers' Compensation and Employers' Liability, said Certificate(s) shall clearly state that coverage required by the contract has been endorsed to include the City of Port St. Lucie, a political subdivision of the State of Florida, its officers, agents and employees as Additional Insured with a CG 2026-Designated Person or Organization endorsement, or similar endorsement, to its Commercial General Liability. The name for the Additional Insured endorsement issued by the insurer shall read "City of Port St. Lucie, political subdivision of the State of Florida, its officers, employees and agents". The Contract and SRFP number shall be stated in the description section. The Certificate of Insurance shall unequivocally provide thirty (30) days written notice to the City prior to any adverse changes, cancellation, or non-renewal of coverage thereunder. Said liability insurance must be acceptable to and approved by the City as to form and types of coverage. In the event that the statutory liability of the City is amended during the term of this agreement to exceed the above limits, the Selected Contractor shall be required, upon thirty (30) days written notice by the City, to provide coverage at least equal to the amended statutory limit of liability of the City.

Selected Contractor shall agree by entering into this Contract to a Waiver of Subrogation for each required policy. When required by the insurer, or should a policy condition not permit an Insured to enter into a pre-loss agreement to waive subrogation without an endorsement then proposer shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, where a condition to the policy specifically prohibits such an endorsement, or voids coverage should bidder enter into such an agreement on a pre-loss basis.

It shall be the responsibility of the Selected Contractor to insure that all subcontractors comply with the same insurance requirements referenced above.

All deductible amounts shall be paid for and be the responsibility of the Selected Contractor for any and all claims under this contract.

Immediately following notification of the award of this Agreement, proposer shall agree to deliver to the City a Certificate(s) of Insurance evidencing that all types and amounts of insurance coverage's required by this SRFP have been obtained and are in full force and effect. Such Certificate(s) of Insurance shall include a minimum thirty (30) day endeavor to notify due to cancellation or non-renewal of coverage.

Selected Contractor may satisfy the minimum limits required above for either Commercial General Liability, Business Auto Liability, and Employer's Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest "Each Occurrence" limit for either Commercial General Liability, Business Auto Liability, or Employer's Liability. When required by the insurer, or when Umbrella or Excess Liability is written on "Non-Follow Form," the City shall be endorsed as an "Additional Insured."

City, by and through its Risk Management Department reserves the right, but not the obligation, to review and reject any insurer providing coverage.

SECTION VI PROHIBITION AGAINST FILING OR MAINTAINING LIENS AND SUITS

Subject to the laws of the State of Florida and of the United States, neither Contractor nor any subcontractor, supplier of materials, laborer or other person shall file or maintain any lien for labor or materials delivered in the performance of this contract against the City. The right to maintain such lien for any or all of the above parties is hereby expressly waived.

SECTION VII WORK CHANGES

The City reserves the right to order work changes in the nature of additions, deletions or modifications without invalidating the Contract, and agrees to make corresponding adjustments in the contract price and time for completion. All changes will be authorized by a written change order signed by the Director of OMB or his designee as representing the City. Work shall be changed and the contract price and completion time shall be modified only as set out in the written change order. Any adjustment in the

contract price resulting in a credit or a charge to the City shall be determined by mutual agreement of the parties before starting the work involved in the change.

SECTION VIII COMPLIANCE WITH LAWS

The Contractor shall give all notices required by and shall otherwise comply with all applicable laws, ordinances and codes and shall, at his own expense, secure and pay the fees and charges for all permits required for the performance of the contract. All materials furnished and work done are to comply with all local, state and federal laws and regulations.

SECTION IX CLEANING UP

Contractor shall, during the performance of this contract, remove and properly dispose of resulting dirt and debris, and keep the work area reasonably clear. On completion of the work, Contractor shall remove all Contractors' equipment and all excess materials, and put the work area in a neat, clean and sanitary condition.

SECTION X NOTICE OF PERFORMANCE

This is a Performance Based Contract. Contractor will be paid for work performed. Each department will have a walk through inspection every other week of required services in all buildings. If the initial walk through shows that any part of the required services have not been performed for a particular building, payment for that location will be reduced by that percentage for non-performance in that month. If the second walk-through of the month shows that the services still have not been completed a "30 Day Notice" will be sent to the Contractor that his/her contract is in jeopardy of being cancelled.

Before assessing a penalty as provided by the Contract, or arranging to have work performed by an alternate source as provided in the Specifications, the Contract Supervisor, or his/her designee, will notify the Selected Contractor of the problem and allow thirty-six (36) hours for corrective action.

SECTION XI DELIVERY DOCUMENTATION

"Not Applicable"

SECTION XII INSPECTION AND CORRECTION OF DEFECTS

"Not Applicable"

**SECTION XIII
ADDITIONAL REQUIREMENTS**

In the event of any conflict between the terms and conditions, appearing on any purchase order issued relative to this Contract, and those contained in this Contract and the Specifications herein referenced, the terms of this Contract and Specifications herein referenced shall apply.

**SECTION XIV
LICENSING**

Contractor warrants that he possesses all licenses and certificates necessary to perform required work and is not in violation of any laws. Contractor warrants that his license and certificates are current and will be maintained throughout the duration of the contract.

**SECTION XV
SAFETY PRECAUTIONS**

Precaution shall be exercised at all times for the protection of persons, including employees, and property. The safety provisions of all applicable laws and building and construction codes shall be observed.

**SECTION XVI
ASSIGNMENT**

Contractor shall not delegate, sublet or subcontract any part of the work under this contract or assign any monies due him hereunder without first obtaining the written consent of the City.

**SECTION XVII
TERMINATION, DELAYS AND LIQUIDATED DAMAGES**

Termination of Contract. If the Contractor refuses or fails to deliver material as required and/or prosecute the work with such diligence as will insure its completion within the time specified in this contract, or as modified as provided in this contract, the City by written notice to the Contractor, may terminate Contractor's rights to proceed. On such termination, the City may take over the work and prosecute the same to completion, by contract or otherwise, and the Contractor and his sureties shall be liable to the City for any additional cost incurred by it in its completion of the work. The City may also in event of termination obtain undelivered materials, by contract or otherwise, and the Contractor and his sureties shall be liable to the City for any additional cost incurred for such material. Contractor and his sureties shall also be liable to the City for liquidated damages for any delay in the completion of the work as provided below. If the Contractor's right to proceed is so terminated, the City may take possession of and utilize in completing the work such materials, tools, equipment and facilities as may be on the site of the work and necessary therefore.

Liquidated Damages for Delays. If material is not provided or work is not completed within the time stipulated in this contract, including any extensions of time for excusable delays as herein provided, (it

being impossible to determine the actual damages occasioned by the delay) the Contractor shall provide to the City one hundred dollars (\$100.00) as fixed, agreed and liquidated damages for each calendar day of delay until the work is completed. The Contractor and his sureties shall be liable to the City for the amount thereof.

Excusable Delays. The right of the Contractor to proceed shall not be terminated nor shall the Contractor be charged with liquidated damages for any delays in the completion of the work or delivery of materials due to: (1) any acts of the Federal Government, including controls or restrictions or requisitioning of materials, equipment, tools or labor by reason of war, national defense or any other national emergency, (2) any adverse acts of the City, (3) causes not reasonably foreseeable by the parties at the time of the execution of the contract that are beyond the control and without the fault or negligence of the Contractor, including but not restricted to, acts of God, acts of the public enemy, acts of another contractor in the performance of some other contract with the City, fires, floods, epidemics, quarantine, restrictions, strikes, freight embargoes and weather of unusual severity such as hurricanes, tornadoes, cyclones and other extreme weather conditions, and (4) any delay of any subcontractor occasioned by any of the above mentioned causes. However, the Contractor must promptly notify the City in writing within two (2) days of the cause of delay. If, on the basis of the facts and the terms of this contract, the delay is properly excusable the City shall extend the time for completing the work for a period of time commensurate with the period of excusable delay.

The City may terminate this agreement with or without cause by giving the vendor/contractor thirty (30) days notice in writing. Upon delivery of said notice and upon expiration of the thirty (30) day period, the vendor/contractor shall discontinue all services in connection with the performance of this agreement and shall proceed to cancel promptly all existing contracts in so far as such contracts are chargeable to this agreement.

SECTION XVIII LAW

This agreement is to be construed as though made in and to be performed in the State of Florida and is to be governed by the laws of Florida in all respects without reference to the laws of any other state or nation. The venue of any action taken pursuant to this contract shall be in St. Lucie County, Florida.

SECTION XIX REIMBURSEMENT FOR INSPECTION

“Not Applicable”

SECTION XX APPROPRIATION APPROVAL

The Contractor acknowledges that this contract is subject to approval by City Council of budget appropriation for the contract period beyond September 30th of this year. The Contractor agrees that, in the event such appropriation is not forthcoming, this contract may be terminated by the City and that no charges, penalties or other costs shall be assessed.

**SECTION XXI
RENEWAL OPTION**

This contract may be renewed for the identical period of time in the subsequent calendar period, as to services and costs, in consequence of mutual agreement by both parties. Response to this option should be submitted three (3) months prior to the termination of the contract period.

**SECTION XXII
ENTIRE AGREEMENT**

The written terms and provisions of this contract shall supersede all prior verbal statements of any official or other representative of the City. Such statements shall not be effective or be construed as entering into, or forming a part of, or altering in any manner whatsoever, this contract or contract documents.

BALANCE OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have executed this contract at Port St. Lucie, Florida, the day and year first above written.

CITY OF PORT ST. LUCIE FLORIDA

By:

Donald B Cooper
City Manager

ATTEST:

By:

[Signature]
City Clerk

By: [Signature]
Authorized Representative of Service One Janitorial

State of: Florida

County of: St Lucie

Before me personally appeared:

Robert Kenneth McGhee
(please print)

Personally known _____

or Produced Identification/Type of Identification license - FL

Identification No. M200-500-61-181-0

and known to me to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that he executed said instrument for the purposes therein expressed.
(he/she)

WITNESS my hand and official seal, this 31 day of August, 2001.

Francine Lamarre
Notary Signature

Notary Public-State of Florida at Large

My Commission Expires 8-11-2004



Francine M. Lamarre
Commission # CC 948915
Expires Aug. 11, 2004
Bonded Thru
Atlantic Bonding Co., Inc.
(seal)

**SCHEDULE A
PRICES
PER SERVICES RENDERED**

Per each time scheduled

DESCRIPTION OF SERVICES	PRICES
Empty cigarette ash urns	\$ 3.00
Wash ash urns at all entrances	\$ 5.00
Debris & trash removed at entrances, remove rubber door mats and sweep out recess in concrete	\$ 8.00
Trash bags & garbage removed	\$ 20.00
Clean & sanitize restrooms, replace paper	\$ 8.00
Vacuum of common areas, stairways, walkways, doormats, and elevators	\$ 20.00
Vacuum of offices, breakrooms, meeting rooms, conference rooms, waiting rooms & Council Chambers	\$ 25.00
Clean all glass doors, panes and trophy case	\$ 16.00
Clean, wax and polish all vinyl, and tile floors	\$ 35.00
Sweep and mop ceramic tile floors	\$ 8.00
Clean all refrigerators	\$ 25.00
Clean stairways, landings, walls, and handrails	\$ 15.00
Clean and disinfect all water fountains and water coolers	\$ 3.00
Clean tables, countertops and video screens in Council Chambers	\$ 5.00
Clean all kitchen areas	\$ 15.00
Remove handprints, smudges & marks from doors, partitions, walls, equipment, fixtures and furniture	\$ 20.00
Sweep and mop elevator floor and track, wipe doors and walls	\$ 20.00
Dust all windowsills, ledges, pictures, plaques, desks, furniture, fixtures and equipment	\$ 24.00
Clean tables and countertops in waiting rooms, conference rooms, meeting rooms, and employee lounges	\$ 15.00
Clean all reception desk countertops	\$ 10.00
Wash & sanitize trash containers, leave plastic liners in bottom	\$ 50.00
Clean dumpster area on West side of building	\$ 10.00
Dust ceilings, walls and paddle fans, remove cobwebs	\$ 10.00
Vacuum along walls, corners, behind doors, and in narrow recesses	\$ 10.00
Clean baseboards	\$ 10.00
Machine scrub all tile floors	\$ 40.00
Steam clean carpets	\$ 100.00
Remove overhead light diffusers, clean fluorescent tubes wash reflectors and reinstall	\$ 100.00

**SCHEDULE A
PRICES
PER SERVICES RENDERED**

Wash all interior windows	\$ 100.00
Wash all exterior windows on first floor	\$ 100.00
Clean ceiling air vents and adjacent surfaces	\$ 100.00
Strip, seal, wash, and spray buff all vinyl floors	\$ 100.00
Polish metal surfaces	\$ 40.00
Clean and wax wood surfaces in the council chambers dais, podium and walls	\$ 10.00
Clean all venetian blinds	\$ 20.00
Sweep concrete areas	\$ 5.00
Move chairs in lunch/meeting room and sweep & mop floor, wash tables	\$ 10.00
Dust air supply defusers, return air vents, and return air grills	\$ 20.00
Wash all plastic chair pads	\$ 25.00
Wet mop Tuf-flex floors	\$ 25.00
Clean all mirrors	\$ 10.00
Sweep and dust mop floor with the dust mop system -- gymnasium	\$ 50.00
Clean all chrome finishes	\$ 15.00
Clean Sport Court	\$ 50.00
Apply a soil retardant to all carpets - gymnasium	\$ 20.00

MEMORANDUM

DATE: February 26, 2001
TO: Pam Booker, Legal
FROM: Barbara Gassaway, OMB
SUBJECT: SRFP for Janitorial Service

RECEIVED
FEB 27 2001
City Attorney's Office

Attached for your review are "Draft" documents that have been prepared for the above Bid. If you desire any additions, changes, or deletions, please mark where appropriate.

Next, sign, date, and return this form. If there are any changes to the attached documents, OMB will incorporate them into the Final Bid Package.

Thank you.

/Attachments

DEPARTMENT has reviewed standard specifications and standard contract documents and approved:
(With Changes ___ Without Changes ___)

(Pending Changes Listed)

(Date)

LEGAL has reviewed standard specifications and standard contract documents and approved:
(With Changes Without Changes ___)

(Pending Changes Listed)

(Date)

PLEASE SEE ATTACHED MEMO
3/29/01

RISK MANAGEMENT has reviewed standard specifications and standard contract documents and approved:
(With Changes ___ Without Changes ___)

(Pending Changes Listed)

(Date)

FINANCE has reviewed standard specifications and standard contract documents and approved:
(With Changes ___ Without Changes ___)

(Pending Changes Listed)

(Date)

OFFICE OF MANAGEMENT AND BUDGET has received and completed all requested changes.

OMB Confirmation: _____

(Date)

RECEIVED

APR 2 - 2001

OFFICE OF MGMT & BUDGET

MEMORANDUM

RECEIVED

MAR 07 2001

Parks & Recreation Dept.

DATE: February 26, 2001
TO: Chuck Proulx, Community Center
FROM: Barbara Gassaway, OMB
SUBJECT: SRF for Janitorial Service

#2

Attached for your review are "Draft" documents that have been prepared for the above Bid. Please read the required services for your locations carefully. If you desire any additions, changes, or deletions, please mark where appropriate.

Next, sign, date, and return this form. If there are any changes to the attached documents, OMB will incorporate them into the Final Bid Package.

If there are any vendors whom you desire to place on the distribution list for this Bid you may send their information back with the documents.

Thank you.

/Attachments

DEPARTMENT has reviewed standard specifications and standard contract documents and approved:

(With Changes Without Changes X)

[Handwritten Signature]

(Pending Changes Listed)

3-13-01

(Date)

LEGAL has reviewed standard specifications and standard contract documents and approved:

(With Changes Without Changes)

(Pending Changes Listed)

(Date)

RISK MANAGEMENT has reviewed standard specifications and standard contract documents and approved:

(With Changes Without Changes)

(Pending Changes Listed)

(Date)

FINANCE has reviewed standard specifications and standard contract documents and approved:

(With Changes Without Changes)

(Pending Changes Listed)

(Date)

*****OF
OFFICE OF MANAGEMENT AND BUDGET has received and completed all requested changes.

OMB Confirmation: _____

RECEIVED

MAR 13 2001

OFFICE OF MGMT & BUDGET

MEMORANDUM

DATE: February 26, 2001
TO: Mike Florio, Utilities
FROM: Barbara Gassaway, OMB
SUBJECT: SRFP for Janitorial Service

Attached for your review are "Draft" documents that have been prepared for the above Bid. Please read the required services for your location carefully. If you desire any additions, changes, or deletions, please mark where appropriate.

Next, sign, date, and return this form. If there are any changes to the attached documents, OMB will incorporate them into the Final Bid Package.

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Thank you.

/Attachments

DEPARTMENT has reviewed standard specifications and standard contract documents and approved:
(With Changes ___ Without Changes)

[Signature]
(Pending Changes Listed)

3/13/01
(Date)

LEGAL has reviewed standard specifications and standard contract documents and approved:
(With Changes ___ Without Changes ___)

(Pending Changes Listed)

(Date)

RISK MANAGEMENT has reviewed standard specifications and standard contract documents and approved:
(With Changes ___ Without Changes ___)

(Pending Changes Listed)

(Date)

FINANCE has reviewed standard specifications and standard contract documents and approved:
(With Changes ___ Without Changes ___)

(Pending Changes Listed)

(Date)

*****OF
OFFICE OF MANAGEMENT AND BUDGET has received and completed all requested changes

RECEIVED

OMB Confirmation: _____

MAR 13 2001

MEMORANDUM

DATE: February 26, 2001
TO: Brian Hurley, Building Department
FROM: Barbara Gassaway, OMB
SUBJECT: SRFP for Janitorial Service (B)

Attached for your review are "Draft" documents that have been prepared for the above Bid. Please read the required services for your location carefully. If you desire any additions, changes, or deletions, please mark where appropriate.

Next, sign, date, and return this form. If there are any changes to the attached documents, OMB will incorporate them into the Final Bid Package.

If there are any vendors whom you desire to place on the distribution list for this Bid you may send their information back with the documents.

Thank you.

/Attachments

DEPARTMENT has reviewed standard specifications and standard contract documents and approved:
(With Changes _____ Without Changes _____)

Brian J. Hurley 3-13-01
(Pending Changes Listed) (Date)

LEGAL has reviewed standard specifications and standard contract documents and approved:
(With Changes _____ Without Changes _____)

(Pending Changes Listed) (Date)

RISK MANAGEMENT has reviewed standard specifications and standard contract documents and approved:
(With Changes _____ Without Changes _____)

(Pending Changes Listed) (Date)

FINANCE has reviewed standard specifications and standard contract documents and approved:
(With Changes _____ Without Changes _____)

(Pending Changes Listed) (Date)

*****OF
OFFICE OF MANAGEMENT AND BUDGET has received and completed all requested changes **RECEIVED**

OMB Confirmation: _____

MAR 13 2001

OFFICE OF MGMT & BUDGET

MEMORANDUM

RECEIVED

MAR 07 2001

OFFICE OF MGMT & BUDGET

RECEIVED

FEB 26 2001

PUBLIC WORKS DEPT.

DATE: February 26, 2001
TO: Larry Thacker, Public Works
FROM: Barbara Gassaway, OMB
SUBJECT: SRFP for Janitorial Service



Attached for your review are "Draft" documents that have been prepared for the above Bid. Please read the required services for your location carefully. If you desire any additions, changes, or deletions, please mark where appropriate.

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Thank you.

/Attachments

DEPARTMENT has reviewed standard specifications and standard contract documents and approved:
(With Changes Without Changes)

(Pending Changes Listed)

3/7/01
(Date)

LEGAL has reviewed standard specifications and standard contract documents and approved:
(With Changes Without Changes)

(Pending Changes Listed)

(Date)

RISK MANAGEMENT has reviewed standard specifications and standard contract documents and approved:
(With Changes Without Changes)

(Pending Changes Listed)

(Date)

FINANCE has reviewed standard specifications and standard contract documents and approved:
(With Changes Without Changes)

(Pending Changes Listed)

(Date)

***** OF

OFFICE OF MANAGEMENT AND BUDGET has received and completed all requested changes.

OMB Confirmation: _____

MEMORANDUM

RECEIVED

DATE: February 26, 2001
TO: Walter England, Engineering
FROM: Barbara Gassaway, OMB
SUBJECT: SRFP for Janitorial Service

RECEIVED

FEB 27 2001

MAR 07 2001

ENGINEERING

OFFICE OF MGMT & BUDGET

Attached for your review are "Draft" documents that have been prepared for the above Bid. Please read the required services for your location carefully. If you desire any additions, changes, or deletions, please mark where appropriate.

Next, sign, date, and return this form. If there are any changes to the attached documents, OMB will incorporate them into the Final Bid Package.

If there are any vendors whom you desire to place on the distribution list for this Bid you may send their information back with the documents.

Thank you.

/Attachments

***** *Engineering - Bldg B -* *****

DEPARTMENT has reviewed standard specifications and standard contract documents and approved:
(With Changes ____ Without Changes X)

Walter B. England
(Pending Changes Listed)

3/6/2001
(Date)

LEGAL has reviewed standard specifications and standard contract documents and approved:
(With Changes ____ Without Changes ____)

(Pending Changes Listed)

(Date)

RISK MANAGEMENT has reviewed standard specifications and standard contract documents and approved:
(With Changes ____ Without Changes ____)

(Pending Changes Listed)

(Date)

FINANCE has reviewed standard specifications and standard contract documents and approved:
(With Changes ____ Without Changes ____)

(Pending Changes Listed)

(Date)

***** OF
OFFICE OF MANAGEMENT AND BUDGET has received and completed all requested changes.

OMB Confirmation: _____

MEMORANDUM

DATE: February 26, 2001
TO: Victor Granello, Risk Management
FROM: Barbara Gassaway, OMB
SUBJECT: SRFP for Janitorial Service

Attached for your review are "Draft" documents that have been prepared for the above Bid. If you desire any additions, changes, or deletions, please mark where appropriate.

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Thank you.

/Attachments

DEPARTMENT has reviewed standard specifications and standard contract documents and approved:
(With Changes ___ Without Changes ___)

(Pending Changes Listed) (Date)

LEGAL has reviewed standard specifications and standard contract documents and approved:
(With Changes ___ Without Changes ___)

(Pending Changes Listed) (Date)

RISK MANAGEMENT has reviewed standard specifications and standard contract documents and approved:
(With Changes ___ Without Changes)

Victor F Granello 2-28-01
(Pending Changes Listed) (Date)

Liability Limits can be reduced if the City were to receive a more favorable price.

FINANCE has reviewed standard specifications and standard contract documents and approved:
(With Changes ___ Without Changes ___)

(Pending Changes Listed) (Date)

*****OF

OFFICE OF MANAGEMENT AND BUDGET has received and completed all requested changes.

OMB Confirmation: _____
RECEIVED (Date)

FFR 28 2001
OFFICE OF MGMT & BUDGET

MEMORANDUM

RECEIVED

MAR 05 2001

OFFICE OF MGMT & BUDGET

DATE: February 26, 2001
TO: Mary Beth Lee, Police Department
FROM: Barbara Gassaway, OMB
SUBJECT: SRFP for Janitorial Service



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Thank you.

/Attachments

DEPARTMENT has reviewed standard specifications and standard contract documents and approved:
(With Changes _____ Without Changes)

[Handwritten signature]

(Pending Changes Listed)

3/7/01

(Date)

No change.

LEGAL has reviewed standard specifications and standard contract documents and approved:
(With Changes _____ Without Changes _____)

(Pending Changes Listed)

(Date)

RISK MANAGEMENT has reviewed standard specifications and standard contract documents and approved:
(With Changes _____ Without Changes _____)

(Pending Changes Listed)

(Date)

FINANCE has reviewed standard specifications and standard contract documents and approved:
(With Changes _____ Without Changes _____)

(Pending Changes Listed)

(Date)

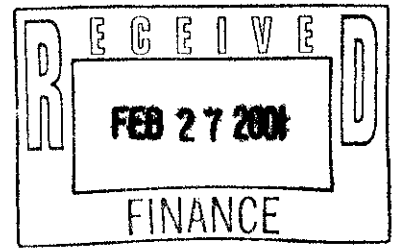
*****OF
OFFICE OF MANAGEMENT AND BUDGET has received and completed all requested changes.

OMB Confirmation: _____

MEMORANDUM

DATE: February 26, 2001
TO: Frank Blackwell, Finance
FROM: Barbara Gassaway, OMB
SUBJECT: SRF for Janitorial Service

(B)



Attached for your review are "Draft" documents that have been prepared for the above Bid. If you desire any additions, changes, or deletions, please mark where appropriate.

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Thank you.

/Attachments

DEPARTMENT has reviewed standard specifications and standard contract documents and approved:
(With Changes ___ Without Changes ___)

(Pending Changes Listed) (Date)

LEGAL has reviewed standard specifications and standard contract documents and approved:
(With Changes ___ Without Changes ___)

(Pending Changes Listed) (Date)

RISK MANAGEMENT has reviewed standard specifications and standard contract documents and approved:
(With Changes ___ Without Changes ___)

(Pending Changes Listed) (Date)

FINANCE has reviewed standard specifications and standard contract documents and approved:
(With Changes ___ Without Changes)

Frank Blackwell _____ 3/1/01
(Pending Changes Listed) (Date)

OFFICE OF MANAGEMENT AND BUDGET has received and completed all requested changes.

OMB Confirmation: _____ (Date)

RECEIVED

MAR 05 2001

OFFICE OF MGMT & BUDGET



CITY OF PORT ST. LUCIE

.....
A CITY FOR ALL AGES

CONTRACT LETTER OF TRANSMITTAL

DATE: 9/17/01

TO: Service One Janitorial

RE: 20010017

FROM: CITY CLERK'S OFFICE
CITY OF PORT ST. LUCIE
121 S W PORT ST. LUCIE BLVD.
PORT ST. LUCIE, FL 34984

PLEASE FIND ENCLOSED:

- FULLY EXECUTED ORIGINAL CONTRACT FOR YOUR FILES.
 FULLY EXECUTED COPY OF THE CONTRACT FOR YOUR FILES.
 OTHER:

DOLORES DI ORIO
CITY CLERK'S OFFICE