



FLORIDA MUNICIPAL POWER AGENCY

**CLEANING SERVICES FOR FMIPA
ADMINISTRATION OFFICE
RFP # 2022-201**

**Florida Municipal Power Agency
8553 Commodity Circle
Orlando, Florida 32819-9002
(407) 355-7767 Fax (407) 355-5796**



FLORIDA MUNICIPAL POWER AGENCY
CLEANING SERVICES FOR FMPA ADMINISTRATION OFFICE

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REQUEST FOR PROPOSAL

(This is not an order)

R
E
T TO: Florida Municipal Power Agency
U 8553 Commodity Circle
R Orlando, Florida 32819
N Attn: **Amie Erickson**

RFP FMPA 2022-201

Date Issued: **January 20, 2022**

Telephone: (407) 355-7767

SEALED BIDS MUST PHYSICALLY BE IN THE FLORIDA MUNICIPAL POWER AGENCY OFFICE PRIOR TO PROPOSAL OPENING AT **10:00 a.m. on, February 18, 2022**. WHICH WILL BE IN THE FMPA FIRST FLOOR CONFERENCE ROOM LOCATED IN THE FMPA ADMINISTRATION BUILDING AT 8553 COMMODITY CIRCLE, ORLANDO, FLORIDA 32819.

- Bids shall be submitted along with any necessary forms provided and must be manually signed.
- Bids shall be sealed in an envelope with the bid number, opening date, and time clearly indicated.
- Bids received after the opening date and time will be rejected and returned unopened.
- The attached RFP shall become part of any purchase order resulting from this Request for Proposal.

DESCRIPTION

January 2022 REQUEST FOR PROPOSAL #2022-201

FLORIDA MUNICIPAL POWER AGENCY

REQUEST FOR PROPOSAL CLEANING SERVICES TO FMPA ADMINISTRATION OFFICE

See attached Invitation to Bid, General Conditions, Specifications, and Bid Forms for detailed description.

It is the intent and purpose of the Florida Municipal Power Agency that this Invitation to Bid promotes competitive bidding. It shall be the bidder's responsibility to advise if any language, requirements, etc. or any combination thereof, inadvertently restricts or limits the requirements stated in this Invitation to Bid to a single source. Such notification must be submitted in writing and must be received by not later than ten (10) days prior to the bid opening date.

ADVERTISEMENT

Bid For

January 2022

FLORIDA MUNICIPAL POWER AGENCY

CLEANING SERVICES FOR FMPA ADMINISTRATION OFFICE REQUEST FOR PROPOSAL #2022-201

Sealed bids will be received by the Florida Municipal Power Agency (FMPA), 8553 Commodity Circle, Orlando, Florida 32819, **until 10:00 a.m., February 18, 2022**, at time bids will be opened publicly by a FMPA representative.

The bid is for CLEANING SERVICES TO FMPA ADMINISTRATION OFFICE as more fully described in the bid package.

Bid packages for this project may be obtained from FMPA, at the above address, by telephone (407) 355-7767, or via Internet from <http://www.fmpa.com>.

No bid may be altered, withdrawn, or resubmitted after the scheduled closing time for receipt of bids. Bids received after the day and time stated above will not be considered and will be returned to the bidder unopened.

Bids will be accepted by companies who have established, through demonstrated expertise and experience that they are qualified to provide the service as specified.

A mandatory pre-bid meeting is scheduled for 10:00 a.m. on Friday, January 28, 2022, at FMPA's office. FMPA will only accept bids from firms represented at this mandatory pre-bid meeting.

The Florida Municipal Power Agency reserves the right to reject any and all bids in total or in part and/or to waive defects in bids.

Jacob Williams
General Manager
Florida Municipal Power Agency

FLORIDA MUNICIPAL POWER AGENCY
RFP #2022-201
Request for Proposal
Cleaning Services to FMPA Administration Office

1. Introduction

The Florida Municipal Power Agency (FMPA) office building at 8553 Commodity Circle, Orlando, Florida needs some interior alterations. The building is about twenty-one years old consisting of two stories and approximately 25,000 square feet.

2. FMPA Description

Formed by the Florida Legislature in February 1978, the Florida Municipal Power Agency is a non-profit, joint action agency created to serve the needs of municipal electric utilities in Florida. Of the 32 municipal systems in the State, 29 are FMPA members who participate at varying levels in Agency activities.

Member utilities of the Agency serve approximately 500,000 customers. Each member appoints one representative to the Board of Directors which governs the Agency's activities. Currently FMPA has five power supply projects and one pooled financing project. Thirteen members currently purchase all of their power requirements from the Agency (All-Requirements Project). Thirteen (13) members participate in other FMPA power supply projects.

In addition to power supply and pooled financing, many FMPA members participate in various joint purchasing activities. Included are purchases of distribution line construction materials and various technical services such as instrument calibration and testing at power plants.

3. General Description of Services Sought

FMPA desires to have a janitorial firm provide Cleaning Services for FMPA Administration Office.

Daily General Service

Services to be performed five nights per week Monday through Friday

Areas: Lobby/Reception Area, General Office Area, Offices, Corridors, Elevator, Stairwells, Wellness Room

- a. Vacuum and spot clean all carpets including edges.
- b. Dust mop and/or damp mop all hard surface or tile floors.
- c. Empty all wastebaskets and other trash containers. Wipe exterior of containers and change trash liners.
- d. Empty recycle containers, place in designated area and replace liners.
- e. Clean fingerprints, dirt smudges, etc. from all door handles & frames, light switches and walls.

- f. Return chairs and wastebaskets to proper location.
- g. Spot clean all entrance door glass, glass partitions throughout building and glass wall in lobby area including coffee and end tables.
- h. Spot clean glass and sanitize handrail on staircase in lobby.
- i. Clean and sanitize all water fountains.
- j. Clean and sanitize counters and sinks at all coffee stations. Refill consumables.
- k. Clean and polish cab and door of elevator.
- l. Vacuum floor in elevator.
- m. Sanitize operator buttons for elevator.
- n. Exterior ashtrays will be emptied.
- o. Wellness Room - clean mirrors, floor, wipe down equipment.
- p. Clean and sanitize handrail in the enclosed stairway.

Restrooms

- a. Restock all restrooms with supplies from buildings stock, including paper towels, toilet tissue, seat covers and hand soap.
- b. Clean and polish all mirrors, dispensers, faucets, flushometers and brightwork with non-abrasive disinfectant cleaner.
- c. Clean and sanitize all sinks, toilets, toilet seats and urinals.
- d. Swept and mop all restroom floors with disinfectant cleaner.
- e. Empty all trash receptacles and change liners.

Break Room/Catering Room

- a. Sanitize all counter tops, tables, microwaves inside and out, sink, ice machine and refrigerators.
- b. Empty trash receptacles and recycle containers replace liners.
- c. Fill soap and paper towels.
- d. Swept and spot mop floor

Weekly Service

Lobby, General Office Area, Break Room, Corridors, Elevators, Stairways, Restrooms and Wellness Room

- a. Dust all low reach areas including, but not limited to, chair rungs, structural and furniture ledges, baseboards, windowsills, and mini-blinds.
- b. Dust all desk, office furniture, and conference room tables dust cloths. Do not use furniture polish. Papers and folders on desk will not be moved.
- c. Clean all entrance door glass, interior and exterior, glass partitions throughout building and glass wall in lobby, also to include coffee table and end tables.
- d. Clean reception desk counter, top, front and sides.
- e. Thoroughly swept and wet mop all floors, including Wellness Room and Mechanical Room on first floor.
- f. Swept and wet mop enclosed Stairway.
- g. Clean and sanitize phones

Monthly Service

Lobby, General Office Area, Break Room, Corridors, Elevators, Stairways, Restrooms and Wellness Room

- a. Dust all high and low vertical and horizontal surfaces including but not limited to, above door frames, structural and furniture ledges, tops of partitions of workstations, picture frames, ceiling vent grills, windowsills, door jams light fixtures, etc.

Additional Services

Provide a price sheet for other services you offer.

4. RFP Schedule

FMPA's timetable for this Request for Proposal (RFP) process is shown below. Note that all times shown are based on eastern daylight savings time (EDT) or Eastern standard time (EST), as appropriate; however, the dates shown are only estimates and may be modified at any time by FMPA.

Public Notice/Distribution of RFP	January 20, 2022
Mandatory Pre-bid Meeting	January 28, 2022 @10:00 a.m.
Deadline for Questions	February 04, 2022 @ 2:00pm
Deadline for Responses	February 08, 2022 @ 2:00pm
Sealed Proposals Due Date	February 18, 2022 10:00am
Notice of Award	February 23, 2022
Initiation of Work	March 14, 2022

5. Notice to Bidders

Sealed Bid packages will be received until 10:00 a.m. on **February 18, 2022** ("Bid Due Date") at the offices of Florida Municipal Power Agency. Each bidder is required to submit an Affidavit of Compliance (included in this package), other forms included in this package as appropriate, and any other information necessary to allow a complete evaluation of the bid. Registered bidders will be notified through the issue of bid addenda of any change in the Bid Due Date or other necessary revision to information contained in this Request for Proposal. FMPA reserves the right to reject all bids received after the Bid Due Date.

One original and two (2) copies of the bid response package should be sealed and delivered to the following address:

Amie Erickson
Facilities Specialist
Florida Municipal Power Agency
8553 Commodity Circle
Orlando, Florida 32819

Clearly legible on the outside of the sealed envelope shall be **"REQUEST FOR PROPOSAL CLEANING SERVICES TO FMPA ADMINISTRATION OFFICE, RFP# 2022-201"**.

6. Duration of Offer

Bids submitted in response to this Invitation to Bid are irrevocable for 180 days following the closing date. This period may be extended at FMPA's request only by written agreement of the bidder. The content of this Invitation to Bid and the bid of the successful bidder will be included by reference in any resulting contract.

7. Right of Rejection

This Request for Proposal is not an offer establishing any contractual rights. This solicitation is solely an invitation to submit bids.

FMPA reserves the right to:

- 1) Reject any and all bids received in response to this RFP;
- 2) Waive any requirement in this RFP;
- 3) Not disclose the reason for rejecting a proposal;
- 4) Not select the bid with the lowest price
- 5) Seek and reflect clarifications to bids.

8. Bid Contents

- a) **Description of Services details** - Proposers are to include with their proposal a complete description of their understanding of the services requested and the services available.
- b) **Related Experience** - Proposers must demonstrate first-hand experience in providing similar services. Proposers must provide a listing of clients for whom the bidder has provided similar services, a general description of the services rendered, and a contact name and telephone number.
- c) **Qualifications of Staff** - Proposals should include a description of any special qualifications of the personnel to be providing services which the bidder believes should be considered in evaluating the bid.
- d) **Resources** - Bidders are to provide a discussion on current backlog, size of crews, number of crews available, and any other pertinent information relating to the bidder's ability to perform the work in a timely fashion.
- e) **Use of Subcontractors**: The proposal must specifically identify if any aspects of the project may be completed by a subcontractor. Specific tasks and the specific subcontractor to be used must be provided.
- f) **Special Features or Suggestions** - Proposals should include a description of any special features of bidder's installation or materials used which the bidder believes should be considered in evaluating the bid.

Bidders are invited to provide suggestions to FMPA concerning changes to the scope of work or any other suggestions that will reduce cost or improve the life or performance of the installations. However, bidders should provide a response to this RFP fully in compliance with the scope of work as written. FMPA may or may not, at its sole discretion, follow suggestions provided by proposers.

- g) **Pricing**, each proposal will provide a schedule for each phase of the job. Each bid will include a lump sum, fixed price bid to provide all the services listed.

9. Interpretations and Addenda

All questions regarding interpretation of this RFP, technical or otherwise, must be submitted in writing to the following:

By Fax: **Amie Erickson**
(407) 355-5796

By Mail or Courier: **Amie Erickson**
Facilities Specialist
Florida Municipal Power Agency
8553 Commodity Circle
Orlando, Florida 32809

By Email: Amie.erickson@fmpa.com

Only written responses provided by FMPA to bidder' questions will be considered official. A verbal response by FMPA will not be considered an official response. Written responses to questions and requests for interpretations will be provided to all bidders and posted on FMPA's web site at www.fmpa.com. Copies of all addenda issued in connection with this RFP will be sent to all registered bidders and posted on FMPA's web site at www.fmpa.com.

10. Errors, Modifications or Withdrawal of Bid

Each proposer should carefully review the information provided in the RFP prior to submitting a response. The RFP contains instructions which should be followed by all proposers. Modifications to proposals already received by FMPA will only be accepted prior to the Proposal Due Date. Proposals may be withdrawn by giving written notice to FMPA prior to the Proposal Due Date.

11. Proprietary Confidential Business Information

All proposals shall be the property of FMPA. Pursuant to Section 119.071(1) (b), Florida Statutes (2014), all sealed packages submitted to FMPA in response to this RFP are exempt from the public records disclosure requirements of Article 1, section 24(a) of the Florida Constitution and section 119.07(1), Florida Statutes, until such time as FMPA provides notice of a decision or 30 days after proposal opening, whichever is earlier. FMPA will not disclose to third parties any information labeled "Confidential" in a proposal, unless such disclosure is required by law or by order of any court or government agency having appropriate jurisdiction.

However, FMPA reserves the right to disclose any information contained in any proposal

to third parties for the sole purpose of assisting in the proposal evaluation process.

12. Bidder Qualifications

FMPA will accept bids from firms knowledgeable in providing services. Bidders unfamiliar to FMPA may be required to provide proof of experience.

13. Mandatory Pre-Bid Meeting

A mandatory pre-bid meeting is scheduled for 10:00 A.M. on Friday, January 28, 2022 at FMPA's office. FMPA will only accept bids from firms represented at this mandatory pre-bid meeting.

14. Items Provided by Contractor

The selected bidder shall supply all labor and materials necessary to provide the scope of services listed. Exception where noted in construction drawings, materials will be supplied by Owner. Materials shall include, but not be limited to, dumpsters, onsite storage trailer, etc. These materials shall conform to the requirements of FMPA.

15. Default and Damages Provisions

FMPA will negotiate the conditions of default and damages with the successful bidder.

16. Evaluation Process

The bids will be evaluated based on information provided by each bidder by the Bid Due Date. No additional data will be considered after the Bid Due Date, except for clarifications requested by FMPA. FMPA will evaluate the bids in terms of price and non-price factors.

Selection and rejection of bids and notification of bidder at all stages will remain entirely with FMPA's discretion. FMPA intends to notify bidders not selected under this solicitation within a reasonable amount of time.

Price Criteria

Bids will be evaluated on the two following price criteria:

1. The lump sum price for the scope of services listed. Backup information used to develop the lump sum price shall be provided (i.e., square footage calculations, coverage estimates, etc.) so that FMPA can be assured the bid adequately and fairly meets its needs.
2. The value of any cost saving options presented by the bidder ("value engineering"), to the extent the options are accepted and implemented by FMPA

Non-Price Criteria

In addition to the price criteria listed above, the bids will be evaluated in accordance with the following non-price criteria:

1. Experience of key personnel assigned
2. Experience of the firm in providing the services listed

3. Warranty provided
4. Qualitative aspects of value engineering suggestions provided by the Bidder
5. Time to complete the job
6. Qualitative aspects of the plan to protect surrounding interior areas of the building that will be impacted.

Interview

At this time, FMPA does not anticipate the need for a formal interview of short-listed candidates. However, based on the responses, FMPA reserves the right to schedule appropriate interviews with selected bidders. If needed, the interviews will be scheduled at a mutually convenient time.

17. Public Entity Crimes Statement

Pursuant to Section 287.133(2)(a), FLORIDA STATUTES, all bidders should be aware of the following:

"A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases 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 in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

18. Collusion

By offering a submission pursuant to this Request for Proposal, the bidder certifies the bidder has not divulged, discussed, or compared his bid with other bidders and has not colluded with any other bidder or parties to this bid whatsoever. Also, the bidder certifies, and in the case of a joint bid, each party thereto certifies, as to his own organization, that in connection with this bid:

- (1) Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices and or cost data, with any other bidder or with any competitor.
- (2) Any prices and/or cost data quoted for this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the scheduled opening directly or indirectly to any other bidder or to any competitor.

- (3) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
- (4) The only person or persons interested in this bid, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this bid or in the contract to be entered into and;
- (5) No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee excepting bona fide employees or established commercial agencies maintained by the Bidder for the purpose of doing business.

19. Drug Free Workplace

Whenever two or more responses to this RFP are identical with respect to quality, delivery, and service are received, preference shall be given to a respondent that certifies that it has implemented a drug-free work-place program by completing and executing the attached Drug Free Workplace Statement.

20. Subcontracted Services

Proposal should indicate which, if any, of the services to be provided would be subcontracted by the proposer to independent contractors. If work is intended to be subcontracted, BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS. In addition, Contractor(s) must notify FMPA any time work will include subcontracted services. FMPA maintains the right to reject the proposed subcontractor for specific project work.

21. Control of Work and Subcontractors

Contractor shall be solely responsible for all construction means, methods, techniques, sequences, procedures, and safety programs in connection with the performance of the Work. In addition, Contractor shall be solely responsible for the engagement and management of any subcontractors used to perform any portion of the Work.

22. Safety and Protection

Contractor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with work under this RFP. Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to:

- 1. All persons on the site who may be affected by the project work;
- 2. All Work and materials and equipment to be incorporated therein, whether in storage on or off of the project site

23. Insurance

Before starting and until Acceptance of Work by FMPA, and without further limiting Supplier's liability under this Agreement, the Supplier shall procure and maintain, at its sole expense, insurance of the types and in the amounts stated below:

Schedule	Amount
<u>Workers Compensation</u> Statutory Coverage Employer's liability including appropriate Federal Acts	Statutory Limits \$500,000 each occurrence
<u>Commercial General Liability</u> Premises, Operations Products Completed, Operations Contractual Liability Independent Suppliers	\$1,000,000 each occurrence \$2,000,000 aggregate – bodily injury and property damage, combined single limit
<u>Automobile/Vehicle Liability</u> All vehicles – Owned, non-owned, hired	\$1,000,000 each occurrence, combined single limit
<u>Excess/Umbrella Liability</u>	\$2,000,000 each occurrence and annual aggregate

Supplier's Commercial General Liability policy shall remain in effect for at least two years after all work is complete.

Supplier shall specify FMPA as additional insureds for all coverage except Worker's Compensation and Employer's Liability. Such insurance shall be primary to any and all other insurance or self-insurance maintained by FMPA.

The Supplier shall require their insurance carrier to waive all rights of subrogation against FMPA, their members, their employees, directors and officers, where and to the extent permissible by law except to the extent the loss is caused by the negligence, gross negligence or willful misconduct of the FMPA, or any indemnitee.

All deductibles for insurance specified herein shall be paid by supplier.

All Subcontractors performing Work pursuant to this bid shall procure the insurance required under this bid during the life of the subcontract. The subcontractor insurance may be provided through separate coverage or by endorsement under insurance provided by supplier. Supplier shall submit Subcontractor's certificates of insurance to FMPA prior to allowing Subcontractor to perform Work at any site or Work Area.

24. Site Access Conditions

FMPA and authorized staff shall provide Contractor access to the Facility as necessary to perform the Services. Access shall be subject to Contractor's obligation to comply with the following conditions:

1. Contractor shall confine its activities to only those portions of the Facility necessary for performance of the Services.
2. Contractor shall take all safety measures reasonably necessary to protect FMPA and FMPA property, its permittees and licensees and the property of each, from injury or damage caused by or resulting from the performance of Services. Contractor shall follow any and all safety and security procedures established by FMPA for the Facility. In the event of a security emergency, FMPA may deny Contractor access to a Facility or request that Contractor leave the Facility.
3. Contractor shall maintain all required insurance coverage's set forth in Section 23 at all times during the term of the Purchase Order.
4. Contractor's performance of Services shall not interfere with the use, occupancy or enjoyment of the Facility by FMPA.
5. No work or activity performed as part of the Services shall cause to be in violation of any requirement of law nor shall Contractor or any agent, employee or representative violate any federal, state or local laws while performing Services.
6. All Services shall be performed in a manner that will not damage the Facility and Contractor shall promptly notify FMPA and shall be responsible for the cost of repairing any such damage should it occur.
7. Work will be performed during the daytime hours of 7:00 a.m. to 4:00 p.m. Monday through Friday. Exceptions may apply if the work deems otherwise.
8. FMPA rules on maintaining a drug-free workplace shall be strictly followed and enforced by Contractor with respect to all of its employees or subcontractors and none of Contractor's employees, subcontractors, agents or representatives shall be permitted to use non-prescription drugs oralcohol at any FMPA Facility.

25. Final Contract

A final contract will be provided and negotiated with the selected bidder prior to the initiation of any work. All aspects of the Request for Proposal will be included in the final contract.

Any final contract(s) that result from the proposal evaluation and negotiation process may need to be submitted to FMPA's Executive Committee and/or Board of Directors for approval.

Initiation of any work is contingent on FMPA's Executive Committee and/or Board of Directors budget approval for the project.

26. Entire Contract

These General Terms and Conditions, the Services Agreement between FMPA and the selected vendor(s), including attachments thereto, constitute the entire agreement.

**PROPOSAL TO PROVIDE CLEANING SERVICES FOR FMPA
ADMINISTRATION OFFICE
RFP# 2022-201**

I have carefully examined the Request, Terms and Conditions, Description of Services, Bid Forms, and any other documents accompanying or made a part of this RFP. With full knowledge and understanding of the aforesaid, I agree to abide by all conditions of this bid.

I hereby propose to furnish the services specified in the RFP at the prices quoted in my bid as indicated in the appropriate spaces on this and the attached sheet AOC-1.

I certify that I am duly authorized to submit this proposal on behalf of the vendor and that the vendor is ready, willing and able to perform if awarded the bid.

Prices quoted shall remain firm and irrevocable for a period of 365 days.

ADDENDA. The undersigned bidder acknowledges receipt of the following addenda, which have been considered in preparing this proposal (if applicable).

Number	_____	Dated	_____
Number	_____	Dated	_____
Number	_____	Dated	_____
Number	_____	Dated	_____

Provide a price for the execution of work for Cleaning Services of FMPA's Administration Office

FOR THE SUM OF _____ DOLLARS

Respectfully
submitted:

Company Name: _____

Signature: _____

(Authorized Representative)

(Type or Print Name of Signer)

DRUG-FREE WORKPLACE COMPLIANCE FORM

IDENTICAL TIE BIDS

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

The undersigned vendor in accordance with Florida Statue 287.087 hereby certifies that
_____ does:

(Name of business)

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 form complies fully with the above requirements.

Vendor's Signature

Date

STATEMENT OF NO BID

Amie Erickson

Facilities Specialist

Florida Municipal Power Agency

8553 Commodity Circle

Orlando, FL 32819

We, the undersigned, have declined to submit a bid on your Invitation to Bid Number # **2022-201, JANUARY 2022, FLORIDA MUNICIPAL POWER AGENCY REQUEST FOR PROPOSAL CLEANING SERVICES TO FMFA ADMINISTRATION OFFICE** for the following reasons:

- ☐ We do not offer this service/product.
- ☐ Our schedule would not permit us to perform.
- ☐ Unable to meet specifications.
- ☐ Unable to meet bond requirements.
- ☐ Other _____

We understand that if the Statement of No Bid letter is not executed and returned, our name may be deleted from the list of qualified bidders of the Florida Municipal Power Agency.

Company Name: _____

By: _____
(Authorized Person's Signature)

(Print or type name and title of signer)

Company Address: _____

Telephone Number: _____

Toll Free Number: _____

Fax Number: _____

Date: _____

AFFIDAVIT OF COMPLIANCE
FMPA RFP # 2022-201
**REQUEST FOR PROPOSAL CLEANING SERVICES TO FMPA
ADMINISTRATION OFFICE**

_____ We DO NOT take exception to the Bid Specifications.

_____ We TAKE exception to the Bid Specifications as follows:

Company Name: _____

By: _____
(Authorized Person's Signature)

(Print or type name and title of signer)

Company Address:

Telephone Number

Toll Free Number:

Fax Number:

Date:
