

**SUBMIT BID TO:**  
 PROCUREMENT SERVICES  
 UNIVERSITY OF FLORIDA  
 971 ELMORE DRIVE  
 ELMORE HALL, Room 102  
 PO Box 115250  
 GAINESVILLE, FL 32611-5250  
 Phone: (352) 392-1331 - FAX: (352) 392-8837  
 Web Address: <https://procurement.ufl.edu>

**UF UNIVERSITY of FLORIDA**  
**INVITATION TO BID**  
**Commodity**  
**Acknowledgment Form**

Page 1 of 15 Pages with Attachments		BID WILL BE OPENED <b>1/8/2019 at 3:00 PM Elmore Hall, Gainesville FL</b> and may not be withdrawn within 45 days after such date and time. <b>Mandatory Pre-Bid University of Florida Research and Academic Center in Lake Nona, 6550 Sanger Road, Orlando FL 32827 December 12, 2018 11:30AM.</b> Questions are due by <b>December 18, 2018</b> at 5:00 P.M. Local time		BID NO. ITB19EE-113
DATE: 11/20/2018		PROCUREMENT AGENT <b>EE/jm</b>	BID TITLE: <b>Janitorial Services for Lake Nona Location</b>	
VENDOR NAME				
VENDOR MAILING ADDRESS		REASON FOR NOT SUBMITTING BID		
CITY - STATE - ZIP CODE		<b>POSTING OF BID TABULATIONS</b>		
AREA CODE	TELEPHONE NO.	Bid tabulations with intended award(s) will be posted electronically for review by interested parties at <a href="https://procurement.ufl.edu">https://procurement.ufl.edu</a> and will remain posted for a period of 72 hours excluding Saturdays, Sundays, or state holidays. Failure to file a protest in accordance with Board of Governors (BOG) Regulation 18.002 or failure to post the bond or other security as required in the BOG regulations 18.002 and 18.003(3), shall constitute a waiver of protest proceedings.		
	FAX NO.			
	WEB ADDRESS			
	EMAIL ADDRESS			

*I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the vendor and that the vendor is in compliance with all the requirements of the Invitation to Bid, including but not limited to, certification requirements. In submitting a bid on behalf of the Board of Trustees, hereinafter known as the University, the vendor offers and agrees that if the bid is accepted the vendor will convey, sell, assign, or transfer to the University all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the University for price fixing relating to the particular commodities or services purchased or acquired by the University. At the*

*University's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the vendor.*

\_\_\_\_\_  
 AUTHORIZED SIGNATURE (MANUAL)

\_\_\_\_\_  
 NAME AND TITLE (TYPED)

**GENERAL CONDITIONS**

**SEALED BIDS:** All bid sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the date, and time of the bid opening and the bid number. Bids not submitted on the attached bid form shall be rejected. All bids are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

1. **EXECUTION OF BID:** Bid must contain an original manual signature of authorized representative in the space provided above. Bid must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by vendor must be initialed.

2. **NO BID:** If not submitting a bid, respond by returning only this vendor acknowledgment form, marking it "NO BID", and explain the reason in the space provided above. Failure to respond to a procurement solicitation without giving justifiable reason for such failure, nonconformance to contract conditions, or other pertinent factors deemed reasonable and valid shall be cause for removal of the supplier's name from the bid mailing list. NOTE: To qualify as a respondent, vendor must submit a "NO BID", and it must be received no later than the stated bid opening date and hour.

3. **BID OPENING:** Shall be public, on the date, location and the time specified on the bid form. It is the vendor's responsibility to assure that the bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. A bid may not be altered after opening of the bids. NOTE: Bid tabulations will be posted electronically at <https://procurement.ufl.edu>. Bid tabulations will not be provided by telephone.

4. **PRICES, TERMS AND PAYMENT:** Firm prices shall be bid and will include all packing, handling, shipping charges, and delivery to the destination shown herein.  
 (a) **TAXES:** The University does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property or services. The Florida Tax Exempt Number is 85-8012616174C-4C-8. This exemption does not apply to purchases of tangible personal property or services made by vendors who use the tangible personal property or services in the performance of contracts for the improvement of University-owned real property as defined in Chapter 192, F.S.  
 (b) **DISCOUNTS:** Vendors are encouraged to reflect trade discounts in the unit prices quoted; however, vendors may offer a discount for prompt payment. Prompt payment

discounts will not be considered in the bid award. However, every effort will be made to take the discount within the time offered.

(c) **MISTAKES:** Vendors are expected to examine the specifications, delivery schedule, bid prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at vendor's risk. In case of a mistake in extensions the unit price will govern.

(d) **INVOICING AND PAYMENT:** Payment will be made by the University of Florida after the items awarded to a vendor have been received, inspected, and found to comply with award specifications, free of damage or defect and properly invoiced. All invoices shall bear the purchase order number. Payment for partial shipments shall not be made unless specified. An original invoice shall be submitted. Failure to follow these instructions may result in delay in processing invoices for payment. Payment shall be made in accordance with Section 215.422 (1) (2) F.S. **VENDOR OMBUDSMAN:** The University's vendor ombudsman, whose duties include acting as an advocate for vendors may be experiencing problems in obtaining payment from the University, may be contacted at 352-392-1241.

(e) **ANNUAL APPROPRIATIONS:** The University's performance and obligation to pay under any contract awarded is contingent upon an annual appropriation by the Legislature.

(f) **CONDITION AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this bid shall be a new, current standard production model available at the time of this bid. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.

(g) **SAFETY STANDARDS:** Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards hereunder.

5. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, F.S. All vendors must disclose with their bid the name of any officer, director, or agent who is also an employee of the University of Florida. Further, all vendors must disclose the name of any University employee who owns, directly or indirectly, an interest of five percent (5%) or more in the vendor's firm or any of its branches.

6. **AWARDS:** As the best interest of the University may require, the right is reserved to make award(s) by individual item, group of items, all or none or a combination thereof; to reject any and all bids or waive any minor irregularity or technicality in bids

received. When it is determined there is no competition to the lowest responsible vendor, evaluation of other bids are not required. Vendors are cautioned to make no assumptions unless their bid has been evaluated as being responsive.

**7. INTERPRETATIONS/DISPUTES:** Any questions concerning conditions or specifications shall be directed in writing to the Purchasing Department. Inquiries must reference the date of bid opening and bid number. No interpretations shall be considered binding unless provided in writing by the University in response to requests in full compliance with this provision.

**8 NOTICE OF BID PROTEST BONDING REQUIREMENT:** Any person or entity who files an action protesting a decision or an intended decision pertaining to a competitive solicitation shall at the time of filing the formal protest, post with the University a bond payable to the University in an amount equal to: 10% of the estimated value of the protestor's bid or proposal; 10% of the estimated expenditure during the contract term; \$10,000.00; or whichever is less. The bond shall be conditioned upon the payment of all costs which may be adjudged against the person or entity filing the protest action. In lieu of a bond, the University may accept a cashier's check, bank official check or money order in the amount of the bond. **FAILURE OF THE PROTESTING PERSON OR ENTITY TO FILE THE REQUIRED BOND, CASHIER'S CHECK, BANK OFFICIAL CHECK OR MONEY ORDER AT THE TIME OF THE FILING THE FORMAL PROTEST SHALL RESULT IN DENIAL OF THE PROTEST.**

**9. GOVERNMENTAL RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered in this bid prior to their delivery, it shall be the responsibility of the successful vendor to notify the purchaser at once, indicating in writing the specific regulation which requires an alteration. The University reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the University.

**10. LEGAL REQUIREMENTS:** Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules and regulations shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the University, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any vendor shall not constitute a cognizable defense against the legal effect thereof.

**11. LOBBYING:** Vendor is prohibited from using funds provided under any contract or purchase order for the purpose of lobbying the Legislature or any official, officer, commission, board, authority, council, committee, or department of the executive branch or the judicial branch of state government.

**12. ADVERTISING:** In submitting a bid, the vendor agrees not to use the results therefrom as a part of any commercial advertising. Vendor may not use the names, logos, or trademarks of the University, its employees, or affiliates without the prior written consent of the University.

**13. ASSIGNMENT:** Any contract or purchase order issued pursuant to this Invitation to Bid and the monies which may become due hereunder are not assignable except with the prior written approval of the purchaser.

**14. LIABILITY:** The vendor agrees to indemnify and save the University of Florida, the State of Florida and the Florida Board of Governors, their officers, agents, and employees harmless from any and all judgments, orders, awards, costs and expenses, including attorney's fees, and also all claims on account of damages to property, including loss of use thereof, or bodily injury (including death) which may be hereafter sustained by the vendor, its employees, its subcontractors, or the University of Florida, the State of Florida and the Florida Board of Governors, their officers, agents, or employees, or third persons, arising out of or in connection with any contract awarded and which are the result of the vendor's breach of contract or of the negligent acts of the vendor, its officers, agents, and employees. This clause does not apply to contracts between government agencies.

**15. FACILITIES:** The University reserves the right to inspect the vendor's facilities at any time with prior notice.

**16. ADDITIONAL QUANTITIES:** For a period not exceeding ninety (90) days from the date of acceptance of any offer by the University of Florida, the right is reserved to acquire additional quantities up to but not exceeding those shown on bid or the bid level at the prices bid in this invitation. If additional quantities are not acceptable, the bid sheets must be noted "BID IS FOR SPECIFIED QUANTITY ONLY".

**17. SERVICE AND WARRANTY:** Unless otherwise specified, the vendor shall define any warranty service and replacements that will be provided during and subsequent to this contract. Vendors must explain on an attached sheet to what extent warranty and service facilities are provided.

**18. SAMPLES:** Samples of items, when called for, must be furnished free of expense, on or before bid opening time and date, and if not destroyed, may upon request, be returned at the vendor's expense. Each individual sample must be labeled with vendor's name, manufacturer's brand name and number, bid number and item reference. Request for return of samples shall be accompanied by instructions which include shipping authorization and name of carrier and must be received with the bid. If instructions are not received within this time, the commodities shall be disposed of by the University.

**19. INSPECTION, ACCEPTANCE AND TITLE:** Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage of all items shall be the responsibility of the contract supplier until accepted by the University, unless loss or damage results from negligence by the University. The contract supplier shall

be responsible for filing, processing and collecting all damage claims. However, to assist him in the expeditious handling of damage claims, the University will:

- (a) Record any evidence of visible damage on all copies of the delivering carrier's Bill of Lading.
- (b) Report damage (Visible or Concealed) to the carrier and contract supplier confirming such reports in writing within 15 days of delivery, requesting that the carrier inspect the damaged merchandise.
- (c) Retain the item and its shipping container, including inner packing material until inspection is performed by the carrier, and disposition given by the contract supplier.
- (d) Provide the contract supplier with a copy of the carrier's Bill of Lading and damage inspection report.

**20. PATENTS, COPYRIGHTS, TRADEMARKS, ROYALTIES** and other Intellectual Property: The vendor, without exception, shall indemnify and save harmless the University and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the University of Florida. If the vendor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

**21. CONFLICT BETWEEN DOCUMENTS:** If any terms and conditions contained within the documents that are a part of this ITB or resulting contract are in conflict with any other terms and conditions contained therein, then the various documents comprising this ITB or resulting contract, as applicable, shall govern in the following order of precedence: change order, purchase order, addenda, special conditions, general conditions, specifications, departmental description of work, and bid.

**22. MANUFACTURERS' NAMES AND APPROVED EQUIVALENTS:** Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. If bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Vendor shall submit with the bid, cuts, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. The vendor shall also explain in detail the reasons why the proposed equivalent will meet the specifications and not be considered an exception thereto. The University of Florida reserves the right to determine acceptance of item(s) as an approved equivalent. Bids which do not comply with these requirements are subject to rejection. Bids lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the bid form.

**23. NONCONFORMANCE TO CONTRACT CONDITIONS:** Items may be tested and/or inspected for compliance with specifications by any appropriate testing facilities. Should the items fail, the University may require the vendor to reimburse the University for costs incurred by the University in connection with the examination or testing. The data derived from any tests for compliance with specifications are public records and open to examination thereto in accordance with Chapter 119, F.S. Items delivered not conforming to specifications may be rejected and returned at vendor's expense. These items and items not delivered as per delivery data in bid and/or purchase order may result in vendor being found in default in which event any and all reprourement costs may be charged against the defaulting vendor. Any violation of these conditions may also result in the vendor's name being removed from the University of Florida's vendor file.

**24. PUBLIC RECORDS:** Any material submitted in response to this Invitation to Bid will become a public document pursuant to Section 119.07 F.S. This includes material which the responding vendor might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07 F.S.

**25. DELIVERY:** Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be within the normal working hours of the University of Florida, Monday through Friday, unless otherwise specified.

**26. PUBLIC PRINTING - PREFERENCE GIVEN PRINTING WITHIN THE STATE:** The University of Florida shall give preference to vendors located within the state when awarding contracts to have materials printed, whenever such printing can be done at no greater expense than, and at a level of quality comparable to, that obtainable from a vendor located outside of the state.

- (a) **CONTRACTS NOT TO BE SUBLET:** In accordance with Class B Printing Laws and Regulations "Printing shall be awarded only to printing firms. No contract shall be awarded to any broker, agent, or independent contractor offering printing manufactured by other firms or persons."
- (b) **DISQUALIFICATION OF VENDOR:** Reasonable grounds for believing that a vendor is involved in more than one bid for the same work will be cause for rejection of all bids in which such vendors are believed to be involved. Any or all bids will be rejected if there is reason to believe that collusion exists between vendors. Bids in which the prices obviously are unbalanced will be subject to rejection.
- (c) **TRADE CUSTOMS:** Current trade customs of the printing industry are recognized unless accepted by Special Conditions or Specifications herein.
- (d) **COMMUNICATIONS:** It is expected that all materials and proofs will be picked up and delivered by the printer or his representative, unless otherwise specified. Upon request, materials will be forwarded by registered mail.
- (e) **RETURN OF MATERIAL:** All copy, photos, artwork, and other materials supplied by the University of Florida must be handled carefully and returned in good condition upon completion of the job. Such return is a condition of the contract and payment will not be made until return is affected.

**END OF SECTION**

## STATEMENT AND SCOPE OF WORK

### Summary

The University of Florida invites qualified janitorial service providers with the ability, experience, and resources to effectively and efficiently provide janitorial services to its Lake Nona Research and Academic Center, located in the Medical City health and life sciences park location at 6550 Sanger Road, Orlando, FL 32827, to submit responses to this Invitation to Bid (ITB). The building may be occupied by up to 500 people M-F 8:00 AM – 5:00 PM.

### Scope of Work

The Provider/Contractor shall be responsible for all equipment, staff, materials and effort necessary to perform the contracted functions at a level of quality that consistently meets or exceeds UF's expectations. The services must be provided in a competent manner to minimize the interruption of education services, patient care, business operation, or research performed by the University. Janitorial services will be provided in the facility and outside area. Acceptability of the work is subject to the approval of the authorized University of Florida's representative(s).

No subcontracting of janitorial services will be allowed by awarded provider.

This bid consists of Lots 1, 2, or 3 (1&2). Vendors may submit proposals for any or all of the lots.

Provider will:

- Monitor and maintain inventory level of cleaning supplies held on site by UF, and will order from UF contractor as needed. UF supply contractor will bill supplies directly to UF.
- Have limited storage area for Provider equipment, etc.
- Supply day porter for general janitorial work throughout the day, from 8 a.m. to 5 p.m. Monday through Friday.
- Supply night porter(s) for nightly janitorial service for the entire facility, other than restricted areas. Night crew is scheduled to start at 10 p.m. and expected to remain on site until scheduled services are finished.
- Support any scheduled special event function.
- Be asked to perform other cleaning related tasks or deal with unexpected occurrences which would not merit additional cost, provided the tasks are carried out during scheduled working hours.
- Supply two-way communication devices for it workers and on-shift facility manager, and all contact information for all shift workers during and after work hours.
- Provide training for all janitorial personnel to ensure consistency of service and to familiarize and fully instruct (train) all employees on all Material Safety Data Sheets (MSDS) for the chemicals they will use and order through various suppliers to the UF-Research and academic Center Campus. Contractor shall hold the University of Florida harmless in this regard.
- Enter any secured area only invited and accompanied by those area's occupants.
- Awarded contractor must provide a list of supervisors and staff members to University personnel before assigned work may begin. Any changes to staff will be immediately updated and provided to University personnel. A copy of a picture ID/Driver's License shall be provided for all janitorial staff.
- Maintain log sheet of daily schedule.
- Meet University building administrator or the administrator's designated representative weekly to gauge satisfaction with service and support received.
- Provide, along with price page, "Qualification of Bidders" requirements outlined in #1 Special Conditions.

- Ensure personnel shall be courteous, professional in manner, neat in appearance, wearing Provider logo shirt and visible identification representing company name. The University reserves the right to immediately dismiss any employee who does not reflect these criteria and request that they not return to the University of Florida campus.
- Gator 1 Cards will be issued only to the janitorial staff members that have been trained to work in the University building. The Gator 1 Card will be required to gain access to the building and other departments.
- Required background checks will be performed for all janitorial staff who will be working on University of Florida property.
- Adhere to Janitorial Expectations list provided by the University of Florida. Please see Bid Specifications.

**SCHEDULE OF EVENTS**

The following is the tentative schedule that will apply to this ITB, but may change in accordance with the University’s needs:

<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>
11/20/2018		Issuance of ITB
12/12/2018	11:30AM EST	Mandatory Pre-Bid Vendor Tour and Conference
12/18/2018	5:00PM EST	Technical Questions & Inquiries Due
12/24/2018	5:00PM EST	Addendum for Technical Inquiries & Responses Posted
01/08/2019	3:00PM EST	ITB Closes/Opening of Bids
01/17/2019		Award Notification
02/04/2019		Estimated Commencement of Service

**BID SPECIFICATIONS****FACILITY JANITORIAL REQUIREMENTS**

UF - Research and Academic Center at Lake Nona

**LOT 1**

There are a variety of flooring surfaces at the research facility which the awarded contractor will be responsible for maintaining. Please see **Attachment 1** for details.

VCT	approximately 7,500 square feet
Lab VCT	approximately 12,000 square feet
Carpet	approximately 27,000 square feet
Tile	approximately 2,900 square feet
Terrazo (including stair terrazo)	approximately 14,100 square feet
Sealed concrete	approximately 3,800 square feet

**COMMON AREAS**

**(foyers, reception, corridors, waiting areas, auditorium, classrooms, conference/meeting rooms, supporting rooms, stairs)**

**1(A) Daily (Day Porter)**

- Perform general inspection and report issues to Facilities staff;
- Entrance way glass doors to be cleaned inside and out to remove finger prints and smudges. Special attention around handle areas;
- Spot clean windows and glass doors;
- Empty, wipe and disinfect waste and recycling baskets;
- Clean outdoors seating area furniture;
- Spot clean walls and other vertical surfaces;
- Sweep thresholds and mats, including under mats;
- Wipe down doors, door frames and kick plates;
- Clean all drinking fountains, polish bright work and sanitize;
- Pick up and dispose of loose litter inside and outside the building; and
- Wipe down all countertops, furniture, info booths, vending machines and other stained fixtures.

**1(B) Daily (Night Porter)**

- Clean and polish elevators inside/out/threshold;
- Sweep and damp mop all VCT, Terrazzo and Tile areas with a neutral disinfectant and a micro fiber mop;
- Vacuum all carpeted areas and remove/treat all spills in carpet. Carpet stains to be treated but limited to the size of a tennis ball. Notify UF if stain exceeds size or cannot be removed; and
- Wipe down all surfaces, tables and chairs in classrooms.

**2 Weekly (Day & Night Porter)**

- Low dust horizontal and vertical (frames, vents, ledges, molding, etc.);
- High dust horizontal and vertical (shelving, molding, corners, pipes, vents, light canisters, fixtures, etc.); and
- Brush/vacuum/wipe down upholstered furniture.

**3(A) Monthly (Day Porter)**

- Wash and sanitize trash receptacles; and
- Wipe down ceiling vents.

**3(B) Monthly (Night Porter)**

- Wash and sanitize trash receptacles;
- Floor cleaning is done in accordance with on-site provided schedule – 1x/month;
- Deep clean carpeted areas with carpet cleaning machine;
- Auto scrub VCT & terrazzo floors – burnish;
- Sweep stair wells – all floors and landings; and
- Clean stairwell glass on all levels.

**4 Semi-Annually** – Grout cleaned if applicable

**5 Annually** – VCT, Terrazzo, Tile, concrete stripped/waxed if applicable; Carpet deep cleaned if applicable

**PRIVATE OFFICES**

**1 Daily (Day Porter)**

- Perform general inspection and report issues to Facilities staff;
- Empty and re-line waste baskets;
- Spot clean doors, windows, walls and high vertical surfaces – do not clean desk surface unless asked by office occupant while in attendance;
- Sweep door thresholds and clean kick plates; and
- Pick up loose litter.

**2 Weekly (Day Porter)**

- Vacuum offices on scheduled day by area

**3 Annually** - Carpet deep cleaned if applicable

**RESTROOMS**

**1(A) Daily (Day Porter) – Multiple Times**

- Perform general inspection (urinals, toilets, faucets, hand dryers) and report issues to Facilities staff;
- Pick up loose litter;
- Trash to be emptied and liners replaced;
- Empty and disinfect sanitary napkin disposal units;
- Restock hand towels, toilet tissue, soap, sanitary items and air fresheners. Order from UF contracted vendor when needed;
- Provide UF with inventory information as products are pulled from inventory, to account for stock; (stock is for UF facility use only).

**1(B) Daily (Night Porter)**

- Sweep and damp mop all Tile bathroom areas with a neutral disinfectant and a micro fiber mop;
- Wipe down all surfaces;
- Clean and disinfect toilets and urinals. Toilet seat and bottom to be wiped and disinfected. Waterless urinals shall be cleaned in accordance with manufacturer’s specifications. Some toilets may have deodorizer bars, which would require replacement periodically and review of special instructions;

- Remove all fingerprints and smudges from all glass and mirrored surfaces;
- Clean and disinfect sinks and countertops;
- Clean and disinfect mirrors, bright work and dispensers;
- Spot wipe ceramic walls;
- Wipe down partitions next to urinals;
- Restock hand towels, toilet tissue, soap, sanitary items and air fresheners. Order from UF contracted vendor; when needed. Provide UF with inventory information as products are pulled from inventory, to account for stock; Stock is for UF facility use only;
- Trash to be emptied and liners replaced. Wipe down and sanitize waste baskets;
- Empty and disinfect sanitary napkin disposal units; and
- Dust all other surfaces not wiped down

**2 Semi-Annually (Night Porter/Crew) – Grout Cleaned**

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**BREAK ROOMS**

**1(A) Daily (Day Porter)**

- Clean and sanitize all kitchen counters, tables;
- Empty trash cans and replace liners. All trash to be removed to designated area as specified; and
- Wipe down all chairs to remove food and hand prints. Place all chairs back to tables in an organized fashion.

**1(B) Daily (Night Porter)**

- Clean and sanitize all kitchen counters, tables;
  - Empty trash cans;
  - Sweep and wet mop all tile/VCT floor surfaces with a neutral disinfectant;
  - Wipe down all cabinetry and walls to remove spills, drips and fingerprints;
  - Clean microwave(s); and
  - Dust all other surfaces not wiped down.
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**2 Semi-Annually – Grout cleaned if applicable**

**3 Annually – VCT striped and waxed if applicable**

Please see **Attachment 2** for a sample cleaning schedule. University will provide a cleaning schedule to be followed by the on-site crew that will indicate when floors need to be cleaned weekly and in what areas.

**Special Event Service:**

Special Events may occur during the day, at night, and/or on weekends. Compensation for special event janitorial support will be paid at a set hourly rate. The hourly rate will be billed to the organization hosting the event instead of being billed to the UF Research and Academic Center. Provider/Contractor will be expected to clean bathrooms, empty trash, clean kitchen, etc. to bring the areas back to expected appearance. If special event occurs outside normal work hours, Provider/Contractor is expected to complete work before beginning of next work day. Porter services for each event will be scheduled as needed. Sometimes notice for these events is short, requiring the Provider/Contractor to be adequately staffed and flexible.

**Additional Services:**

- Grout cleaning required for common areas, restroom and breakroom tile floors on an semi-annual basis. Please provide a quote for that cleaning as a separate line item;
- Deep carpet cleaning is required for common areas and private offices on an annual basis. Please provide a quote for that cleaning as a separate line item;
- Strip and wax is required for VCT and terrazzo floors in the entire building on an annual basis. Please provide a quote for that cleaning as a separate line item; and
- Strip and wax is required for Lab space VCT floors on Levels 3 and 4 on an annual basis. Please provide a quote for that cleaning as a separate line item.

**Day Porter /Night Porter – Additional Requirement**

Provider/Contractor has the responsibility to familiarize and fully train all employees on all Material Safety Data Sheets (MSDS) for the chemicals they will use and order through various suppliers to the UF-Research and Academic Center Campus. Provider/Contractor shall hold the University of Florida harmless in this regard.

**If you are only interested in Lot 1, please select Lot 1 on the attached Price Sheet.**

**LOT 2**

Qualified and interested Providers/Contractors may provide proposals for the annual window-cleaning services that includes the following specifications:

- 1) cleaning all internal and external windows of the four (4) floor building;
- 2) cleaning all exterior metal sunshades of the four (4) floor building; and
- 3) cleaning the one-story overhang roof above the exterior doors.

Please see **Attachment 3** for photographs of the building. If you are only interested in Lot 2, please select Lot 2 on attached Price Sheet.

**LOT 3**

Vendors wishing to provide both janitorial and window cleaning services for the University will select Lot 3 on attached Price Sheet.

**SPECIAL CONDITIONS**

1. **QUALIFICATIONS OF BIDDERS** - This bid will be awarded only to a responsible bidder qualified by experience to provide the work specified and in a financial position to provide services specified. In order to facilitate the prompt award of this bid, the bidder shall submit with bid the following:
  - A. Copy of license to do business in the State of Florida;
  - B. Documentation showing at least three (3) years experience in commercial cleaning;
  - C. List of at least 5 contracts of similar work and size satisfactorily completed with brief descriptions, locations, dates of contracts, contact names and contact information;
  - D. Proof of insurance (See 26 for details); and
  - E. Copy of any professional certification(s).

Failure to provide this information may result in disqualification of your bid.



2. **CONTRACT AWARD** – Award shall be made to the responsive proposer whose proposal is determined to be the most advantageous to the University taking into consideration the evaluation factors set forth in the evaluation criteria section. Price, although a consideration, will not be the sole determining factor. There is no obligation on the part of the University to award a contract.
3. **CONTRACT RENEWAL** - As mutually agreed upon, the successful bidder shall be awarded a contract for *three (3)* year(s), with the option to renew the contract for *two (2)* additional *one (1)* year periods under the same terms, if it should be deemed advisable and advantageous to do so. Renewal of this contract shall be contingent upon satisfactory performance evaluations by the University.
4. **MANDATORY PRE-BID CONFERENCE** - A mandatory pre-bid conference will be held on the 12<sup>th</sup> of December at 11:30AM at 6550 Sanger Road, Orlando, FL 32827. The purpose of this conference is to tour the facility and hear any and all questions arising from this Invitation to Bid. Answers to any questions that might arise will be in the form of an Addendum to the Invitation to Bid, prior to the bid opening. All such revisions must be acknowledged by signature and returned with the bid proposal. **Failure to attend this meeting will result in the rejection of your bid.**
5. **INQUIRIES** - The University will not give verbal answers to inquiries regarding the specifications or verbal instructions prior to the award of the bid. A verbal statement regarding same by any person shall be non-binding. The University is not liable for any increased costs resulting from the Bidder accepting verbal direction. All changes, if necessary, shall be made by written addendum to the bid.  
  
Any explanation desired by Vendors must be requested of the University of Florida Procurement Services in writing. If an explanation is necessary, a reply shall be made in the form of an addendum, a copy of which will be forwarded to each Vendor who has received a set of the bid documents from the University. Vendors obtaining bid documents from any other source must notify the University of their name, address, telephone, and facsimile numbers in order to receive any addenda. Direct all inquiries to Elisabeth Eubanks via e-mail at [eeubanks@ufl.edu](mailto:eeubanks@ufl.edu). The bid number, ITB19EE-113, must be in the subject line of all e-mail communications.
6. **INVITATION TO BID FORM** – In order to be considered for the award, the bid must be submitted using the University of Florida’s Invitation to Bid/Bidders Acknowledgment Form along with: one (1) complete original bid; and one (1) electronic copy in a sealed envelope, with the following information on the outside of the envelope:

**ITB19EE-113 ATTN: Elisabeth Eubanks**  
Company Name

7. **BID DELIVERY** - If this bid will be mailed through the U. S. Postal Service as regular mail, address the bid to the PO Box as shown on the Invitation to Bid Acknowledgment Form.  
  
If a company representative plans to attend the bid opening; if the bid will be hand delivered; or if the bid will be delivered by a service other than the U. S. Postal Service regular mail, i.e., Federal Express, Airborne, United Parcel Service, Courier, U. S. Postal Express Mail, etc., address the bid to the Building and room number as shown on the Invitation to Bid Acknowledgment form.
8. **PUBLIC ENTITY CRIME** - A person or affiliate who has been placed on the convicted vendor list by the Department of Management Services, State of Florida, may not submit a proposal on a contract to provide any goods or services, including construction, repairs, or leases and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant for the University of Florida for a period of 36 months from the date of being placed on the convicted vendor list, a "person" or "affiliate" includes any natural person or any entity, including predecessor or successor entities or any entity under the control of any natural person who is active in its management and who has been convicted of a public entity crime (UF Regulation 3.020).
9. **FEDERAL DEBARMENT** - By signing this bid/proposal, the offeror certifies, to the best of its knowledge or belief, that the offeror and its principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; or have not within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them in connection with a public contract or subcontract; or are not criminally or civilly charged by a governmental entity with commission of offenses; or has not within a three year period preceding this offer had a contract terminated for default by any Federal agency. (Federal Acquisition Regulation 52.209-5)

10. **DISCRIMINATION** – An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide 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 award or perform work as a contractor, supplier, subcontractor or consultant under contract with any public entity, and may not transact business with any public entity.
11. **OTHER PURCHASERS** – With the consent and agreement of the successful bidder(s) purchases may be made under this ITB/ITB by other state universities, community colleges, district school boards, other educational institutions, and other governmental agencies within the state of Florida. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in UF Regulation 3.020(5)(e)(3).
12. **PERFORMANCE INVESTIGATIONS** – As part of the proposal evaluation process, the University may make inquires and investigations, including verbal or written references from vendor’s customers, to determine the ability of the vendor to offer service.
13. **USE OF TERMS** – The terms University of Florida, University, and Lake Nona location, are used synonymously in this Request For Proposal/Invitation to Bid unless otherwise indicated. The terms vendor, provider, proposer and contractor are used synonymously in this ITB unless otherwise indicated.
14. **NOTICE TO CONTRACTOR** – The University shall consider the employment by any contractor of unauthorized aliens a violation of section 274A(e) of the Immigration and Nationality Act. Such violation shall be cause for unilateral cancellation of this contract.
15. **ERRORS** – The University is not liable for any errors or misinterpretations made by the proposer in responding to this Request for Bid.
16. **SMALL BUSINESS PROGRAM** – University is an equal opportunity institution and, as such, encourages the use of small businesses, including women and minority-owned small businesses in the provision of goods and services. Small businesses should have a fair and equal opportunity to compete for dollars spent by the University. Competition ensures that prices are competitive and a broad vendor base is available. Vendor shall use good faith efforts to ensure opportunities are available to small businesses, including women and minority-owned businesses. For questions about the University’s Small Business Program contact Faylene Welcome, Director of Small Business and Vendor Diversity, 352-392-0380.
17. **CONFIDENTIALITY** – From the date of issuance of this ITB, until a proposal is made, the vendor must not make available or discuss his or her proposal, or any part thereof, with any employee or agent of the University, unless permitted by the University Purchasing Authority, in writing, for purposes of clarification only.
18. **VENDOR’S EXPENSE** – All proposals submitted in response to the ITB must be submitted at the sole expense of the Vendor, whether or not any agreement is signed as a result of this Request for Proposal. Proposers will pay all costs associated with the preparation of proposals and necessary visits to campus and other required site visits.
19. **ITB INTERPRETATION** – Interpretation of the wording of this document will be the responsibility of the University and that interpretation will be final and binding.
20. **CONTRACT FOR SERVICES** – Additional terms and conditions can be found in the attached sample “Contract for Services.” A similar instrument will be executed prior to the time vendor services commence.
21. **OPEN COMPETITION** – The University encourages free and open competition among vendors. Whenever possible, specifications and proposal terms and conditions are designed to accomplish the objective, consistent with the necessity to satisfy the University’s needs and the accomplishment of a sound economical operation. The vendor’s signature on the proposal guarantees that the prices quoted have been established without collusion with other vendors and without effort to preclude the University from obtaining the lowest possible competitive price. The vendor certifies that its officers or employees have not bribed or attempted to bribe or influence in any way on officer, employee or agent of the University.

- 22. ORAL PRESENTATION** – Proposers submitting proposals which meet the selection criteria and which are deemed to be the most advantageous to the University may be requested to give an oral presentation to a selection committee. The appropriate Purchasing authority will do scheduling of these oral presentations.
- 23. AMERICANS WITH DISABILITY ACT** – If special accommodations are needed in order to attend a pre-proposal meeting or a proposal opening, contact Elisabeth Eubanks by phone at (352) 294-1165 or via email at [eeubanks@ufl.edu](mailto:eeubanks@ufl.edu), three business days prior to either Pre-Proposal meeting or Proposal opening.
- 24. CANCELLATION** – University Procurement, by written notice, may terminate in whole or in part any purchase order resulting from this Invitation to Bid, when such action is in the best interest of the University. If the purchase order is terminated, the University shall be liable only for payment of services rendered prior to the effective date of the termination. Services rendered will be interpreted to include the cost of items already delivered, plus the reasonable cost of supply action short of delivery.
- 25. RIGHT TO TERMINATE** – In the event that any of the provisions of a contract resulting from the bid award are violated by the successful bidder, the University may serve written notice upon such bidder of its intention to terminate the contract. Such notice is to state the reason(s) for such intention to terminate the contract, and unless within ten (10) days after serving such notice upon the bidder, such violation shall cease and satisfactory arrangements for correction are made, the contract shall, upon expiration of said ten (10) days, cease and terminate, but the liability of such bidder and his surety for any and all such violations(s) shall not be affected by any such termination.
- 26. AVAILABILITY OF FUNDS** – The State of Florida's and the University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature of the State of Florida.
- 27. EQUAL OPPORTUNITY STATEMENT** – The State Universities have established equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and prohibits discrimination based on race, creed, color, sex, age, national origin, marital status or religion. To be considered for inclusion as a supplier under this agreement, the proposer commits to the following:
- A. The provisions of Executive Order 11246, September 24, 1966, and the rules, regulations, and relevant orders of the Secretary of Labor are applicable to each order placed against this agreement regardless of value.
  - B. If the proposer expects to receive \$10,000 in orders during the first 12 months of this agreement, a complete certificate of non-segregated facilities shall be attached to the proposal response.
  - C. If the proposer expects to receive \$50,000 in orders during the first 12 months of this agreement and employs more than 50 people, standard form 100 (EEO-1) must be filed prior to March 1 of each year.
  - D. If the proposer expects to receive \$50,000 in orders during the first 12 months and employs more than 50 people, a written program for affirmative action compliance must be maintained by the proposer, subject to review upon request by the user agencies of this agreement.

If you have already complied with the above, please indicate \_\_\_\_\_

- 28. INSURANCE** – The Contractor shall purchase from and maintain with a company or companies, lawfully authorized to do business in Florida and acceptable to the University, such insurance as will protect the Contractor from claims arising out of or resulting from the Contractor's operations under the Contract and for which the Contractor may be legally liable, whether such operations be by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. All insurance policies shall be issued and countersigned by representatives of such companies duly authorized for the State of Florida and shall be written on ISO standard forms or their equivalents. The Contractor shall file with the University Certificates of Insurance prior to the commencement of the work and shall file certificates of insurance evidencing the renewal of such policies at least thirty (30) days prior to the date the each applicable insurance policy is scheduled to expire. Please note that the University of Florida must be named as an "additional insured" on automobile and general liability policies.

Contractors Liability Insurance – The Contractor shall provide the ISO Commercial General Liability policy for general liability coverage's for limits of not less than of \$500,000 per occurrence. Coverage's shall be maintained without interruption from date of commencement of work until date of final payment.

Worker's Compensation – The Contractor shall secure and maintain for the life of this Agreement, valid Worker's Compensation Insurance as required by Chapter 440, Florida Statutes.

Automobile Liability – The Contractor shall secure and maintain during the life of this Agreement, Automobile Liability insurance on all vehicles against bodily injury and property damage in the amount of at least, \$500,000 per occurrence.

- 29. PROTECTION OF PROPERTY** – The successful bidder shall at all times guard against damage or loss to the property of the University or of other vendors or contractors and shall be held responsible for replacing or repairing any such loss or damage. The University may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the successful bidder or his agents. The contractor shall provide all barricades and take all necessary precautions to protect buildings and personnel.
- 30. OSHA REGULATIONS** – It is the responsibility of the contractor to insure that ALL OSHA regulations applying to this job are adhered to at all times.
- 31. MATERIAL SAFETY DATA SHEET** – In accordance with Chapter 442, Florida Statutes, if this purchase order involves the shipping of any item designated as a toxic substance such shipment must be accompanied by a Material Safety Data Sheet (MSDS). A toxic substance is defined as any chemical substance or mixture in gaseous, liquid or solid state, if such substance appears on the "Florida Substance List" promulgated by the Department of Labor and Employment Security; is manufactured, produced, used, applied or stored in the workplace; and causes a significant risk to safety or health during, or as a proximate result of, any customary or reasonable foreseeable handling or use. The MSDS must be maintained by the user agency and must include the following information:
- A. The Chemical name and the common name of the toxic substance.
  - B. The hazards or other risks in the use of the toxic substance, including:
    - 1. The potential for fire, explosion, corrosion, and reactivity.
    - 2. The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and
    - 3. The primary routes of entry and symptoms of overexposure.
  - C. The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure.
  - D. The emergency procedure for spills, fire, disposal, and first aid.
  - E. A description in lay terms of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.
  - F. The year and month, if available, that the information was compiled and the name, address, and emergency telephone number of the manufacturer responsible for preparing the information.
- Any questions regarding this requirement should be directed to: Department of Labor and Employment Security, Bureau of Industrial Safety and Health, Toxic Waste Information Center, 2551 Executive Center Circle West, Tallahassee, Florida 32301-5014, Telephone: 1-800-367-4378.
- 32. YEARLY CONTRACTS** – Purpose and Scope: To establish an indefinite quantity, firm fixed price contract to be used as the primary source for the services listed in the bid specifications. Services will be ordered from time to time as may be needed to fill any requirements of the University of Florida. As it is impossible to determine the precise services that may be needed, the contractor is obligated to deliver any of the items or combination of items contracted for in accordance with the General and Special Conditions of this bid.
- 1. Term of Contract – The effective period of contract resulting from this bid will be three (3) years, beginning upon completion of this solicitation process and award of contract, through that date in 2016. The University of Florida shall have the option to renew this bid for two (2) one (1) year renewals upon written notice to and acceptance by the contractor.

2. Service Requirements – The contractor shall be able to perform all services which may be requested during the contract term in accordance with the terms and conditions of this bid. In the event the contractor cannot perform any service for any reason, it will be the contractor's responsibility to reimburse the University for services performed by others as an emergency measure, subject to prior approval of University Procurement.

3. Placement of Orders – The following office may issue purchase orders against any contract resulting from this bid:

University of Florida  
Procurement Services  
Elmore Hall Room 102  
PO Box 115250  
Gainesville FL 32611-5250

4. Orders will be placed using one of the following:

- a. Purchase order for fixed quantities and one delivery.
- b. Blanket delivery order purchase order for services covered by the contract which will be ordered on an "as needed" basis. Each order will specify an estimated dollar amount to cover anticipated purchases, which may be increased or decreased by Change Order. Authorization to ship items may be in a verbal or written form.

5. Urgent Requirements – In the case of a bona fide emergency and the contractor cannot meet the delivery requirement, the University reserves the right to order from any vendor that can meet such delivery requirement. This provision will not be used to circumvent the intent of the contract.

6. Please complete the following sections. The information may be considered a factor in the award of this bid.

Minimum acceptable dollar amount under this agreement \$ \_\_\_\_\_  
 Toll-free telephone number \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Website \_\_\_\_\_  
 Account Manager \_\_\_\_\_

Name of Manager \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_  
 Email Address \_\_\_\_\_

Janitorial Staff Supervisor \_\_\_\_\_  
 Toll-free telephone number \_\_\_\_\_

7. The successful vendor agrees to furnish quarterly to the University a summary of total services performed under this contract.

**33. CONTRACTOR SHALL IMPLEMENT** – a drug-free workplace program in accordance with the requirements of Section 440.102, Florida Statutes.

**34. TOBACCO-FREE CAMPUS POLICY** – Effective July 1st, 2010, the University of Florida campus is tobacco-free. The use of cigarettes or other tobacco products in UF buildings, parking lots, or in vehicles in these areas is prohibited. The successful vendor is expected to respect this smoke free policy and fully comply with it.

## PRICE PAGE

**BASE BID****Lot 1****Indoor Janitorial**

Total Overall Monthly Contract cost (including all floor burnishing) \$ \_\_\_\_\_ x 12 mo. = \$ \_\_\_\_\_ Annually

**Grout Cleaning (Tile)** – Semi-annually \$ \_\_\_\_\_ x 2 = \$ \_\_\_\_\_ Annually

**Full Building Floor Cleaning (VCT, Terrazzo)** excluding LV 2 and 3 VCT Labs – Annually, billed separately as needed

Price per sqft for Terrazzo cleaning \$ \_\_\_\_\_ per sq ft x 14,107 sq ft x 1 = \$ \_\_\_\_\_ Annually

Price per sqft for VCT cleaning (excluding Labs) \$ \_\_\_\_\_ per sq ft x 7,507 sq ft x 1 = \$ \_\_\_\_\_ Annually

**Full Building Floor Cleaning (Carpet)** - Annually, billed separately as needed

Price per sqft for Carpet cleaning \$ \_\_\_\_\_ per sq ft x 26,954 sq ft x 1 = \$ \_\_\_\_\_ Annually

**Level 3 Lab Floor Cleaning** – Annually \$ \_\_\_\_\_ x 1 = \$ \_\_\_\_\_ Annually

**Level 4 Lab Floor Cleaning** – Annually \$ \_\_\_\_\_ x 1 = \$ \_\_\_\_\_ Annually

**Total Lot 1** \$ \_\_\_\_\_ Annually

**Lot 2**

**Window Washing for all floors** - Annually

Interior and exterior, including one-story overhang roof cleaning

\$ \_\_\_\_\_ x 1 = \$ \_\_\_\_\_ Annually

**Total Lot 2** \$ \_\_\_\_\_ Annually

**Lot 3 (both Lots 1 & 2)****Indoor Janitorial**

Total Overall Monthly Contract cost (including all floor burnishing) \$ \_\_\_\_\_ x 12 mo. = \$ \_\_\_\_\_ Annually

**Grout Cleaning (Tile)** – Semi-annually \$ \_\_\_\_\_ x 2 = \$ \_\_\_\_\_ Annually

**Full Building Floor Cleaning (VCT, Terrazzo)** excluding LV 2 and 3 VCT Labs – Annually, billed separately as needed

Price per sqft for Terrazzo cleaning \$ \_\_\_\_\_ per sq ft x 14,107 sq ft x 1 = \$ \_\_\_\_\_ Annually

Price per sqft for VCT cleaning (excluding Labs) \$ \_\_\_\_\_ per sq ft x 7,507 sq ft x 1 = \$ \_\_\_\_\_ Annually

**Full Building Floor Cleaning (Carpet)** - Annually, billed separately as needed

Price per sqft for Carpet cleaning \$ \_\_\_\_\_ per sq ft x 26,954 sq ft x 1 = \$ \_\_\_\_\_ Annually

**Level 3 Lab Floor Cleaning** – Annually \$ \_\_\_\_\_ x 1 = \$ \_\_\_\_\_ Annually

**Level 4 Lab Floor Cleaning** – Annually

\$ \_\_\_\_\_ x 1 = \$ \_\_\_\_\_ Annually

Window Washing for all floors - Annually  
Interior and exterior, including one-story overhang roof cleaning

\$ \_\_\_\_\_ x 1 = \$ \_\_\_\_\_ Annually

**Total Lot 3**

**\$ \_\_\_\_\_ Annually**

**Please provide pricing for the following items, which will not be part of the award calculation.**

Hourly Rate for needs not specified, upon occurrence, not part of award calculation \$ \_\_\_\_\_/Hr.

Special Events \$ \_\_\_\_\_/Hr.  
Saturday, Sunday, After 5:00 PM M-F  
(to be paid by 3<sup>rd</sup> party – not part of award calculation)  
Anticipated number of hours during the year: 100-150