



**REQUEST FOR PROPOSALS**

**RFP #: JTCHS 2021-10-06**

**COMPREHENSIVE ENVIRONMENTAL SERVICES**  
**FOR**  
**JESSIE TRICE COMMUNITY HEALTH SYSTEM, INC.**

**RFP Issue Date: October 6<sup>th</sup>, 2021**

**Proposal Due Date: November 5<sup>th</sup>, 2021**

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# 1. Introduction and Background

The Jessie Trice Community Health System, Inc. (JTCHS) is a Florida 501 (c) 3, not-for-profit, Federally Qualified Health Center, which has been serving Miami-Dade County since 1967. The target population is the uninsured, underinsured, 95% of which live at or below the Federal Poverty Level of 200% in central and northwest Miami-Dade County.

Jessie Trice Community Health System, Inc. (JTCHS) is a Florida 501(c) 3, not-for-profit, Federally Qualified Health Center (FQHC), serving Miami-Dade County's low income, working poor and medically underserved residents since 1967, providing comprehensive primary healthcare, dentistry and behavioral health services to the community's most vulnerable residents. JTCHS provides services regardless of ethnicity, immigration status, or ability to pay. JTCHS is one of the first comprehensive primary care health centers of its kind in the nation and the first Federally Qualified Health Center in the state of Florida. JTCHS has been accredited by The Joint Commission in both Ambulatory Care and Behavioral Health since 1999. JTCHS has a proven history of operational excellence, receiving the first Joint Commission Primary Care Medical Home (PCMH) certification in Florida in 2011 and is a current HRSA Health Center Quality Leader, as designated by the Health Resources and Services Administration (HRSA) - among the top 30% of all HRSA supported health centers that achieved the best overall clinical outcomes, demonstrating high quality across clinical operations. Additionally, JTCHS has PCMH Level Three recognition for six (6) of its primary care sites from the National Committee for Quality Assurance (NCQA) and has been recognized as a HRSA Access Enhancer and HRSA Health Disparities Reducer.

## 1.1 Purpose of the Request for Proposals

Jessie Trice Community Health System (JTCHS) is issuing this Request for Proposals (RFP) to identify, select and engage an environmental services vendor capable of providing comprehensive janitorial and environmental services at all JTCHS locations listed in this RFP. The prospective Respondent to this RFP (Respondent) must demonstrate the ability to provide a comprehensive program according to the specifications outlined in this RFP. Each Respondent shall provide JTCHS with a proposal describing in detail: all management staff and hourly staff that will be utilized to provide services to JTCHS, all required cleaning agents, a listing of all supplies and equipment that will be utilized for the proper and efficient operation, and quality assurance measures of the JTCHS Environmental Services (EVS) needs at each site.

Respondents must demonstrate that its staff possesses the unique knowledge and specific skill set necessary to achieve effective and satisfactory management of EVS in accordance with OSHA, CDC and Joint Commission standards. The EVS Team must be professional and knowledgeable in the application of procedures when working in the presence of patients, their families and visitors, and other clinical staff members with whom they may interact. The EVS Manager is an extremely component of the environmental service program and is integral to ensuring successful operations of EVS and Respondents should describe how their management team is prepared to successfully manage EVS services specifically in a Joint Commission accredited ambulatory health care setting. As a part of its responsibilities, the EVS Management Team will be responsible for training the entire EVS staff and continually ensuring adherence to the procedures and processes in which EVS staff are trained and that must be followed during EVS staff's daily activities.

The EVS Management Team must have stringent and extensive training regarding infection control procedures to understand and know how to protect themselves, their employees, staff, and patients from infection or cross contamination of blood borne and other pathogens. Additionally, an understanding of strict hand hygiene techniques is essential, as proper and frequent hand hygiene is the single most effective method to decrease the spread of infectious disease.

All management personnel must also possess extensive knowledge and training in handling various streams of waste, including Regulated Medical Waste, Hazardous Materials, Universal Waste, and Recyclable Materials. All waste streams are to be handled carefully and properly to avoid exposure and disposed of properly according to strict regulatory requirements. The EVS staff must know how to recognize and handle any waste stream which they may encounter in their daily activities.

Part of the EVS staff's responsibility is to interact frequently with patients, their families and visitors, and other staff throughout the facility; therefore, the EVS Manager must possess a thorough understanding of organizational and interpersonal dynamics in relating to patients and their families, and able to train and demonstrate these skills to the staff they manage.

The EVS Management Team will also be responsible for monitoring the quality of services provided by their staff. It is expected that the EVS Management Team will periodically survey patients and JTCHS Care Team members and

conduct other forms of inspection to determine the level of quality their EVS staff achieve in all areas worked. If the required level of quality is not achieved, the EVS Management Team is then responsible for coaching and training.

JTCHS will only accept proposals from qualified Vendors able to demonstrate extensive experience and expertise in health care environmental services.

JTCHS shall retain the right of approval over certain matters, including but not limited to, approval of the selection of all vendors and subcontractors and approval of any rules and policies regarding environmental services.

**All prospective RFP Respondents shall submit proposals to provide services at the following sites:**

| Site #  | Site Name                                           | Site Address                                        | Estimated Square Footage                          | Hours per Day/<br>Days per Week/<br>EVS FTE Equivalent   |
|---------|-----------------------------------------------------|-----------------------------------------------------|---------------------------------------------------|----------------------------------------------------------|
| Site 1  | Corporate Administration – Suite 1                  | 5607 NW 27th Avenue<br>Miami, FL 33142              | 1st Floor Lobby: 1,536<br>2nd Floor Admin: 10,000 | 8 hours/5 days/.5 EVS<br>FTEs                            |
| Site 2  | Corporate Dental Health Center – Suites 2 & 3       | 5607 NW 27th Avenue<br>Miami, FL 33142              | Suite 2: 4,300<br>Suite 3: 1,860                  | 8 hours/5 days/.5 EVS<br>FTE                             |
| Site 3  | Dr. Fatima Zafar Health & Wellness Center           | 5361 NW 22nd Avenue<br>Miami, FL 33142              | 30,985                                            | 8 hours/5 days/2 EVS<br>FTEs                             |
| Site 4  | Jefferson Reaves House Women’s Residential Facility | 2985 NW 54th Street<br>Miami, FL 33142              | 15,000                                            | 3x per week restroom<br>and floor cleaning/.5<br>EVS FTE |
| Site 5  | Flamingo Adult & Pediatric Center                   | 901 E. 10th Avenue<br>Hialeah, FL 33010             | 6,100                                             | 8 hours/5 days/1 EVS<br>FTE                              |
| Site 6  | Lotus House Village Health Center                   | 217 NW 15th Street<br>Miami, FL 33136               | 5,400                                             | 8 hours/5 days/1 EVS<br>FTE                              |
| Site 7  | Miami Northwestern High School Clinic               | 1100 NW 71st Street<br>Miami, FL 33150              | 1,500                                             | 4 hours/5 days/1 EVS<br>FTE                              |
| Site 8  | North Medical Center                                | 1190 NW 95th Street, Suite 100<br>Miami, FL 33150   | 2,000                                             | 2 hours/3x per week                                      |
| Site 9  | Children’s Wellness Medical Center                  | 1190 NW 95th Street, Suite 304<br>Miami, FL 33150   | 1,500                                             | 2 hrs./3x per week                                       |
| Site 10 | Opa-Locka Children’s Wellness Center                | 490 Opa-Locka Boulevard<br>Opa-locka, FL 33054      | 5,077                                             | 8 hours/5 days/1 EVS<br>FTE                              |
| Site 11 | Miami Carol City High School Clinic                 | 3301 Miami Gardens Drive<br>Miami Gardens, FL 33056 | 1,500                                             | 4 hours/4 days/1 EVS                                     |
| Site 12 | Barbara Jordan Health & Wellness Center             | 20612 NW 27th Avenue<br>Miami Gardens, FL 33056     | 15,000                                            | 8 hours/5 days/2 EVS<br>FTEs                             |

## 2. RFP General Instructions

### 2.1 RFP Availability

Prospective Respondents should read this entire document. The Respondent must meet all minimum qualifications as defined in Section 3 and complete all sections of this RFP and sign where indicated. Submission of this RFP represents acceptance of all terms, conditions and prices contained herein. The solicitation package is available at no cost on the Jessie Trice Community Health System, Inc website ([www.jtchs.org](http://www.jtchs.org)) under the Public Notice Tab or via email request to the Chief Operating Officer ([ftthurston@jtchs.org](mailto:ftthurston@jtchs.org)). Respondents who obtain copies of this solicitation from sources

other than those listed risk the potential of not receiving clarifications or amendments, since their names will not be included on the list of firms participating in the process for this particular solicitation.

#### A. Definitions

1. **Agreement.** “Agreement” shall mean the written agreement between JTCHS and the successful proposer, if any, awarded a contract to develop and implement the Services sought by this RFP.
2. **JTCHS.** “JTCHS” shall mean the corporate entity entering into the Agreement with vendor.
3. **Facilities.** “Facilities” shall refer to the portion of JTCHS’s premises where Services are provided.
4. **Services.** “Services” shall mean the Comprehensive Environmental Services as described in the RFP, its attachments and any other specifications provided to Vendor by JTCHS.
5. **Respondent.** “Respondent” shall mean all companies that submit a proposal for this RFP.
6. **EVS.** “Environmental Services” shall mean all services provided to JTCHS under this agreement.

#### B. Minimum Qualifications

Each respondent must demonstrate (and include in proposal) that it has performed Environmental Services at no fewer than two (2) health care facilities with Joint Commission Accreditation of comparable size to the JTCHS for a minimum of two (2) years within the immediately preceding five (5) year period.

## 2.2 Letter of Intent

Vendors interested in responding to the RFP must submit a Letter of Intent to Propose to the Designated Contact(s) by **October 11<sup>th</sup>, 2021**. Letters of Intent to Propose shall be non-binding.

Fabian Thurston, Chief Operating Officer  
 Jessie Trice Community Health System, Inc.  
 5607 NW 27<sup>th</sup> Avenue, Suite 1  
 Miami, Florida 33142  
 305-805-1700 ext. 1000  
 FThurston@JTCHS.org

## 2.3 Key Events/Timeline

| Event                                               |                   | Date                                                                                                                                                                                  |
|-----------------------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RFP Release</b>                                  |                   | <b>October 6<sup>th</sup>, 2021</b>                                                                                                                                                   |
| <b>Mandatory RFP Conference &amp; Facility Tour</b> |                   |                                                                                                                                                                                       |
| Wednesday, October 20 <sup>th</sup> , 2021          | 9:00am – 10:00am  | Jessie Trice Corporate Office Complex<br><b>Corporate Office, Suite 1</b><br><b>Dental Health Center, Suites 2 &amp; 3</b><br>5607 NW 27 <sup>th</sup> Avenue<br>Miami, Florida 33142 |
| Wednesday, October 20 <sup>th</sup> , 2021          | 10:30am – 11:30am | Jessie Trice Community Health System<br><b>Dr. Fatima Zafar Health &amp; Wellness Center</b><br>5361 NW 22 <sup>nd</sup> Avenue<br>Miami, Florida 33142                               |
| Wednesday, October 20 <sup>th</sup> , 2021          | 11:45am – 12:30pm | Jessie Trice Community Health System<br><b>Jefferson Reaves House Women’s Residential Center</b><br>2985 NW 54 <sup>th</sup> Street<br>Miami, Florida 33142                           |
| Wednesday, October 20 <sup>th</sup> , 2021          | 12:45pm – 1:30pm  | Jessie Trice Community Health System<br><b>Flamingo Adult and Pediatrics Medical Center</b><br>901 E 10 <sup>th</sup> Avenue<br>Hialeah, Florida 33010                                |
| Thursday, October 21 <sup>st</sup> , 2021           | 9:00am – 9:30am   | Jessie Trice Community Health System<br><b>Lotus Village Clinic</b>                                                                                                                   |

|                                              |                      |                                                                                                                                                                                                     |
|----------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              |                      | 217 NW 15 <sup>th</sup> Street<br>Miami, Florida 33136                                                                                                                                              |
| Thursday, October 21 <sup>st</sup> , 2021    | 10:00am –<br>10:30am | Jessie Trice Community Health System<br><b>Miami Northwestern High School –<br/>John H. Peavy Clinic</b><br>1100 NW 71 <sup>st</sup> Street<br>Miami, Florida 33150                                 |
| Thursday, October 21 <sup>st</sup> , 2021    | 11:00am –<br>11:30am | Jessie Trice Community Health System<br><b>North Center – Adult Medical, Suite 100<br/>North Center – Children’s Wellness, Suite 304</b><br>1190 NW 95 <sup>th</sup> Street<br>Miami, Florida 33150 |
| Thursday, October 21 <sup>st</sup> , 2021    | 12:00pm –<br>12:30pm | Jessie Trice Community Health System<br><b>Opa-Locka Children’s Wellness Center</b><br>490 Opa-Locka Boulevard<br>Opa-locka, Florida 33054                                                          |
| Thursday, October 21 <sup>st</sup> , 2021    | 1:00pm – 1:30pm      | Jessie Trice Community Health System<br><b>Miami Carol City High School</b><br>3301 Miami Gardens Drive<br>Miami Gardens, Florida 33056                                                             |
| Thursday, October 21 <sup>st</sup> , 2021    | 2:00pm – 2:30pm      | Jessie Trice Community Health System<br><b>Barbara Jordan Health and Wellness Center</b><br>20612 NW 27 <sup>th</sup> Avenue<br>Miami Gardens, Florida 33056                                        |
| Questions and Requests for Clarification Due |                      | Wednesday, October 27 <sup>th</sup> , 2021                                                                                                                                                          |
| Questions and Answers Distributed            |                      | Friday, October 29 <sup>th</sup> , 2021                                                                                                                                                             |
| Proposal Due Date                            |                      | Wednesday, November 19 <sup>th</sup> , 2021                                                                                                                                                         |
| Finalist Presentations                       |                      | Friday, December 1 <sup>st</sup> , 2021                                                                                                                                                             |
| Anticipated Notice(s) of Tentative Award     |                      | Monday, December 15 <sup>th</sup> , 2021                                                                                                                                                            |

*\*Time subject to change and Respondents are responsible for providing their own transportation to participate in the tours at all locations.*

## 2.4 Mandatory Pre-Proposal Conferences

**MANDATORY PRE-PROPOSAL CONFERENCES** and walkthrough inspections of the JTCHS’s campuses will be held as set forth above. PROPOSALS WILL NOT BE ACCEPTED FROM THOSE PROSPECTIVE RESPONDENTS WHO DO NOT ATTEND ALL THE CONFERENCES AND WALKTHROUGH INSPECTIONS. Each vendor may bring no more than two (2) representatives to each conference and walkthrough inspection.

## 2.5 Proposal Format and Submission

- A. All Respondents **MUST** submit one (1) original and three (3) duplicate copies of the complete proposal, in an envelope.
- B. All proposals **MUST** be submitted on 8 ½ x 11 inch paper, neatly typed on one side only. Spreadsheets and ‘cut sheets’ may be printed on 8 ½ x 14 inch papers.
- C. The original and all copies **MUST** be submitted and clearly labeled on the outside with:

1. The Respondent's name
  2. Address
  3. Telephone number
  4. RFP number: **(JTCHS 2021-10-06)**
  5. RFP title (Corporate-wide Environmental Services RFP)
  6. Proposal Due Date/time: Wednesday, November 19<sup>th</sup>, 2021 by 5pm.
- D. Proposals **MUST** be received by the deadline specified in the RFP timetable
- E. Proposals **MUST** also be provided in electronic format using a combination of Microsoft Word and Microsoft Excel. **Thumb drive preferred (included in the envelope).**

Hand carried proposals **MUST** be delivered to 5607 NW 27<sup>th</sup> Ave., Ste. 1, Miami, FL 33142 between the hours of 8:00am and 3:00pm, Monday through Friday but **NO Later Than the deadline of 5pm November, 19<sup>th</sup>, 2021 specified in the RFP timetable.** Respondents are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. Proposal response submission to the Procurement Management Department on or before the stated time and date will be solely and strictly the Respondent's responsibility. JTCHS will not in any way be responsible for delays caused by the United States mail delivery system or by any other occurrence.

Proposals **MUST** be signed by an authorized officer of the Respondent who is legally authorized to enter into a contractual relationship in the name of the Respondent. The submittal of a proposal by a Respondent will be considered by JTCHS as constituting an offer by the Respondent to perform the required services at the stated prices.

Proposals should provide a straightforward complete and concise description of the vendor's capabilities to satisfy the requirements of the RFP. Proposals must state the assumptions made when preparing the proposal. Proposals must include the following sections:

1. **Title Page.** The title page should show the proposed title, name of the Respondent, its address, the name and title of the contact person, the name and title of the person authorized to represent the Respondent and the date.
2. **Table of Contents.** The table of contents in the proposal should clearly identify all items of the proposal by question number and page number.
3. **Proposal Information.** Proposals must contain, at a minimum, the following:
  - a. **Company Profile.** Please provide a profile of the company including:
    - i. Name, Address, and Telephone number and Fax number.
    - ii. Contact person.
    - iii. The location of the office(s) from which the services to be provided under this engagement are to be managed.
    - iv. A brief history of the company and its delivery of comprehensive environmental services in the healthcare context.
  - b. **Experience.** Please provide details of your company's experience including:
    - i. A description of your latest three (3) projects.
    - ii. Any other projects of similar scope and complexity as this project.
    - iii. Specific experience in healthcare projects including a description of the size and nature of the project.
    - iv. References, with the names of the contact person, address, and telephone numbers for at least three of the projects listed in your answer above.
    - v. A list of all lost accounts in which its services, for whatever reason, were ended within the last two years and provide the reason for termination for each of these accounts.
  - c. **Approach.** Please provide the following information on your approach for this project
    - i. Describe details on service model proposed:
    - ii. Describe your approach of project management for this project.
    - iii. Define the proposed team and resources to meet the scope of services.
    - iv. Describe the process from start to finish that you will utilize to bring our facility goals to reality as referenced in the scope of services.
    - v. Provide an example(s) of the various reports you would provide to JTCHS for this type of engagement.
  - d. **Proposed Team.** Please provide the following information on the Team and Team Structure:
    - i. Names, Title, brief description of key management and staff experience and a description of what their role will be for this engagement.
    - ii. Proposed staffing plan, by shift, for providing comprehensive environmental services.
  - e. **Implementation Plan.** Please provide a written Implementation and Operation Plan for providing Services on commencement date of the Agreement. The Implementation and Operation Plan shall include, but not be limited to the following:

- i. Proposed transition plan identifying all the resources to be utilized in effecting a smooth and efficient changeover from the current vendor while meeting all requirements of and providing for all the Services set forth in this RFP include all resources and personnel that are to be assigned during the transition. (Any and all expenses accrued and/or costs incurred as a result of the transition shall be the responsibility of the Respondent).
- ii. Transition plan schedules, time frames and timelines.
- iii. Housekeeping and Environmental Services Program to be utilized.
- iv. Methodologies for setting assignment schedules, designing routines/cycles for cleaning, cleaning standards and implementing service.
- v. Proposed equipment, and cleaning supplies to be used in providing the Services.
- vi. List all equipment to be utilized to provide the Services to JTCHS. JTCHS reserves the right to reject any equipment and such equipment shall be replaced with equipment that does meet the approval of JTCHS.
- vii. List all cleaning supplies to be utilized to provide the Services, including Safety Data Sheets (SDS) for all cleaning and chemical agents that are intended for use to accomplish the scope of services as outlined in this RFP. JTCHS reserves the right to reject any supply, cleaning and chemical agents and such supplies and agents shall be replaced with products that meet the approval of the JTCHS.
- viii. Respondent's expertise in managing all aspects of environmental services.
- ix. A detailed description of the sanitation, recycling and waste disposal program.
- x. A detailed description of respondent's educational and training programs for its personnel.
- xi. A detailed description of respondent's safety training program for its personnel.
- xii. A detailed description of customer service program for personnel.
- xiii. A detailed description of Respondent's strategy to incorporate and encourage the meaningful and significant participation of the following business enterprises:
  - a. Minority-owned firms: This means a business that is: 1) at least 51% owned and directly managed by one or more minority individuals, or, in the case of publicly owned business at least 51% of the stock is owned by one or more minority individuals; and 2) whose daily business operations are managed and directed by one or more of the minority owners.
  - b. Minorities: This shall mean the groups with the following ethnic origins: African, Hispanic, and Native American.
  - c. Small Business: This shall mean a business entity that provides goods or services, which has an actual place of business in Miami-Dade County, Florida, and whose three (3) year average gross revenues does not exceed \$5,000,000, or an employer with 100 employees or less without regard to gross revenues. In the event less than three (3) businesses are responsive to any procurement solicitation issued by JTCHS. JTCHS may expand the definition "Small Business" to include those business entities that provide goods or services which has an actual place of business in Broward County, Florida, provided that said entity meets the aforementioned average gross revenues.  
In order to qualify as a "small business," the business entity:
    - Must provide JTCHS with a copy of local business tax receipt.
    - The provision of goods and/or services sought by JTCHS must occur at an actual place of business in Miami Dade or Broward counties.
    - The business entity shall be eligible only if the owner holding at least ten percent (10%) of shares or ownership in the business entity personally possesses any regulatory licenses or certifications necessary to provide the goods and/or services sought.
  - d. Women-Owned Business: shall mean a business that is: 1) at least 51% owned and directly managed by one or more women, or, in the case of publicly owned business at least 51% of the stock is owned by one or more women; and 2) whose daily business operations are managed and directed by one or more of the women owners.

f. Conflicts of Interest.

- i. A statement describing any financial interest of any JTCHS employee, officer, or director of, physician or physician practice affiliated Respondent's company. A financial interest" shall include the following transactions or relationships: (a)

payment of fees including consulting fees, royalty fees, honoraria, or other emoluments or “in kind” compensation; (b) any gift of more than nominal value; (c) service as an officer or director of vendor whether or not remuneration is received for such service; or (d) an ownership interest in vendor, except that a shareholder owning less than a majority of shares of a publicly traded entity shall not be deemed to have a financial interest.

- ii. A statement describing any potential conflict of interest or appearance of impropriety, relating to other clients of respondent’s company.
  - iii. Indicate whether any owner, officer, or employee of respondent’s company has served as an officer of, or has been employed by JTCHS during the previous twelve (12) month period. Indicate what procedures will be followed to detect and notify JTCHS of, and to resolve any conflicts of interest.
  - iv. Indicate any pending litigation and/or regulatory action brought by any oversight body or entity that could have an adverse material impact on the proposing company’s ability to serve JTCHS.
  - v. Indicate if the Company has ever had a contract with any governmental entity terminated for any reason, and if so, provide an explanation.
- g. Other Attached Forms. All proposals must include completed copies of the forms annexed hereto as Attachments C, D, E, F, G, and H.
- h. Fee Proposal Requirements: Please provide a description of means of compensation for your services. JTCHS will not consider any arrangement under which any member of the Respondent’s team is proposed to be in the direct employ of the JTCHS. Fee Proposals must contain a clear explanation of all supplies, materials and equipment or in - kind services which you anticipate will be provided by the JTCHS.
- All proposals shall be enclosed in sealed envelopes or boxes bearing labels that clearly state: (i) the name of the Respondent; (ii) the Respondent’s address; and (iii) the title of the RFP. Proposals may be delivered by hand, by U.S. mail, or by express mail via a nationally-known overnight service.
- Proposals must be submitted to:

Fabian Thurston, Chief Operating Officer  
Jessie Trice Community Health System, Inc.  
5607 NW 27<sup>th</sup> Avenue, Suite 1  
Miami, Florida 33142  
305-805-1700 ext. 1000  
FThurston@JTCHS.org

## 2.6 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing or via e-mail to the Designated Contact(s) by **October 27<sup>th</sup>, 2021 at 4PM**. No questions or requests for clarification will be accepted by telephone. Questions submitted by vendors and all JTCHS responses will be distributed to all prospective proposers.

## 2.7 Additional Information/Amendment

Requests for additional information or clarifications must be made in writing and received by the Chief Operating Officer ([fthurston@jtchs.org](mailto:fthurston@jtchs.org)) no later than the deadline for receipt of questions specified in the RFP timetable. The request must contain the RFP number and title, Respondent’s name, address, telephone number and email.

JTCHS will issue responses to inquiries and any other corrections or amendments it deems necessary by way of written solicitation amendments issued by email. Respondents shall not rely on any representations, statements, or explanations other than those made in this RFP or in any response to questions regarding this RFP that have been issued by Chief Operating Officer. Where there appears to be conflict between this RFP and any amendments, the last amendment issued shall prevail.

## 2.8 Modification or Withdrawal of Proposals

Pursuant to the procurement regulation, proposal may only be modified or withdrawn prior to the established due date in accordance with the RFP timetable.

## 2.9 Addenda to RFP

In the event it becomes necessary to revise any part of this RFP or extend any deadline listed herein, JTCHS will issue an addendum to the RFP and distribute it to all known prospective respondents.

## 2.10 Cost of Proposals

Respondent shall not be reimbursed for any costs or expenses incurred in the preparation or submission of proposals or the attendance of RFP conference or interview. All costs associated with a response to this RFP shall be borne by the proposer.

## 2.11 Designated Contact

JTCHS will require all Respondents submitting proposals in response to this RFP to comply with Florida Chapter 287.057 Procurement of commodities or contractual services. **EXCEPT AS OUTLINED BELOW, FROM THE DATE THIS RFP IS ISSUED UNTIL THE TENTATIVE AWARD AND APPROVAL OF ANY CONTRACT (THE “RESTRICTED PERIOD”) ALL COMMUNICATIONS BETWEEN VENDORS AND JTCHS REGARDING THIS RFP, MUST BE CONDUCTED ONLY WITH THE “DESIGNATED CONTACT” LISTED BELOW.**

The Designated Contact for this RFP is:

Fabian Thurston, Chief Operating Officer  
Jessie Trice Community Health System, Inc.  
5607 NW 27<sup>th</sup> Avenue, Suite 1  
Miami, Florida 33142  
305-805-1700 ext. 1000  
FThurston@JTCHS.org

## 2.12 Cone of Silence

A “Cone of Silence” is imposed upon each RFP after advertisement and terminates at the time the Selection Committee issues a written recommendation to the Board of Directors. The Cone of Silence prohibits any communication regarding RFP between:

- Potential Respondents and the JTCHS professional staff including, but not limited to, the President and the President’s staff or any member of the respective selection committee, or any member of the Board of Directors.

The provisions do not apply to:

- Oral communications with the Respondent, or Chief Operating Officer, provided the communication is limited strictly to matters of process or procedure already contained in the solicitation document; or
- Oral communications at pre-bid conferences, oral presentations before selection committees and/or contract negotiations during any duly noticed public meetings.

When the Cone of Silence is in effect, all potential Respondents must file a copy of written communications with the Chief Operating Officer via email ([fthurston@jtchs.org](mailto:fthurston@jtchs.org)) , which shall be made available to any person upon request.

In addition to any other penalties provided by law, violation of the Cone of Silence by any Respondent and bidder shall render any RFP award voidable. Any person having personal knowledge of a violation of this provision shall report such violation.

All Respondents will be notified in writing when the Selection Committee makes a formal award recommendation to the Board of Directors.

A. **Exceptions: Permissible Contacts.** In certain limited circumstances, it is permissible for Respondents to communicate with JTCHS representatives about the RFP. These Permissible instances include:

- Submission of written proposals

- Written complaints by a prospective Respondent regarding the failure of JTCHS to respond in a timely manner to the Respondent
  - Participation in RFP conferences or interviews
  - Negotiations following the tentative award of a contract.
  - Requests to review the award of a contract; and Legal or administrative proceedings regarding the award of a contract.
- B. **Disclosure of Non-Responsibility.** All Respondents must disclose to JTCHS, on the Disclosure of Prior Non-Responsibility Determinations Form attached hereto as **Attachment D**, any finding of non-responsibility made by a governmental entity within the previous four (4) years based on either impermissible contacts or the intentional provision of false or incomplete information to a governmental entity. Failure of any proposer to timely disclose a finding of non-responsibility or the submission of any intentionally false or incomplete information may result in the rejection of a proposal, the cancellation of a contract award, or if such contract has been executed, the immediate termination of the contract.
- C. **Written Affirmation.** Each Respondent must submit a written affirmation, as to the Respondent's understanding and agreement to comply with JTCHS's procedures relating to Permissible Contacts. The affirmation must be completed and signed by a corporate officer or Principal of the Respondent. Proposals that do not contain a signed original affirmation will be rejected.

### 3. Proposal Submission and Award

#### 3.1 Method of Award

The award will be made based on best value (the proposal which optimizes, quality, cost, and efficiency) to the most responsive and responsible Respondent as determined in the evaluation process. The contract will not be awarded solely based on lowest cost. Instead, the award will be made to the Respondent whose proposal receives the highest overall evaluation score based on the criteria stated herein.

All proposals received in accordance with Section 2.6 will be reviewed and evaluated. Incomplete proposals and proposals that do not meet the minimum requirements will be rejected.

JTCHS may request that respondents clarify contents of in their proposals. Other than to provide information requested by the JTCHS, including but not limited to best and final offers, no Respondent will be allowed to alter its proposal or add new information after the final submission date and time.

#### 3.2 Evaluation Factors for Awards

JTCHS's evaluation of proposals and ultimate selection of a respondent with whom JTCHS will negotiate with will be based on the demonstration of:

| <b>A. Respondent must, at a minimum, meet the following requirements:</b>                                                   |              |
|-----------------------------------------------------------------------------------------------------------------------------|--------------|
| The Respondent has no conflicts of interest                                                                                 | PASS or FAIL |
| The Respondent is licensed and registered to provide services required as per the scope of this RFP in the State of Florida | PASS or FAIL |
| The Respondent successfully adhered to the instructions of this RFP                                                         | PASS or FAIL |
| <b>B. If all A requirements are met, Respondents will be scored based upon the following methodology:</b>                   |              |
| Technical Qualifications                                                                                                    | 20 points    |
| Healthcare Experience & Key Personnel                                                                                       | 20 points    |
| Quality                                                                                                                     | 25 points    |
| Cost                                                                                                                        | 20 points    |
| Strategic Fit                                                                                                               | 15 points    |
| Total Points                                                                                                                | 100 points   |

*\*Note: JTCHS reserves the right to modify the evaluation criteria. JTCHS may at its sole discretion disclose evaluation scores.*

## 4. Scope of Services/Operating Procedure Requirements

The successful Respondent will perform the following comprehensive environmental services:

The Respondent, through Respondent's personnel at JTCHS locations, shall provide Housekeeping and Environmental Services that meet JTCHS requirements. This shall include but not be limited to furnishing all appropriate staff, cleaning agents, supplies (*JTCHS will provide paper supplies, liquid hand soap, Pine Sol, Disinfectant Spray – Lysol, antibacterial soap, BET Cream Cleaner, Hand Sanitizer, Dish Washing Detergent and Cavicide Wipes*) for the proper and efficient operation of the JTCHS's Environmental Services program. The Respondent shall maintain sufficient supplies at each site to sustain 96 hours of operations as dictated by the scope of this RFP. Accordingly, the Respondent shall manage, operate a comprehensive Housekeeping and Environmental Services program, which shall include but not be limited to:

- A. Oversee, manage, and operate JTCHS's EVS services as set forth in these specifications.
- B. Provide all equipment and related supplies to operate all functions as related to this program.
- C. Provide for Sanitation, Recycling, and General Regulated Medical Waste (RMW) removal program at JTCHS; work with existing JTCHS waste hauling and disposal Vendors to ensure the waste removal programs are coordinated and managed properly, sign, receive, process, store, and maintain all Stericycle manifests appropriately.
- D. Attend and participate in JTCHS meetings and Committees.
- E. Provide reports and documentation of Respondent's EVS operations.
- F. Provide a comprehensive "Green" (*Green cleaning refers to using cleaning methods and products with environmentally friendly ingredients and procedures which are designed to preserve human health and environmental quality*) Cleaning Program at JTCHS.
- G. Provide an evidence-based and Comprehensive Infection Prevention and Control Program at JTCHS.

### 4.1 JTCHS Operating Procedures Requirements

- A. **Cleaning Specifications.**
  - 1. The Respondent shall ensure that in providing the EVS services to JTCHS, the following minimum cleaning specifications are followed by area and frequency.
  - 2. All cleaning solutions and supplies must be approved by JTCHS.
  - 3. Cleaning Specifications will be maintained five (5) days per week unless otherwise noted.
- B. **Patient Care Units.** Defined as any portion of a health care facility where patients are intended to be examined/ treated or any ancillary area/department which aids in the diagnosis/ treatment of a patient. (For purposes of this document this includes but is not limited to examination rooms, corridors within patient care areas, nursing stations, sterilization rooms, equipment storage rooms, treatment rooms and the laboratory.
  - 1. **Floor Care.** All Floors must be maintained in a clean state, free of dust and debris. Baseboards are to be maintained in a clean state free of dust, splash marks, old finish, and seal.
    - a. Vacuum – All carpeted floor areas using a HEPA-filtered vacuum once (1) daily.
    - b. Carpet Cleaning – Shampoo all carpet's using an unscented, cleaning solution two (2) times per year.
  - 2. **Dusting.**
    - a. Low-level dust all ledges, furniture and fittings, excluding technical equipment, to a height of six feet from the floor once (1) daily.
    - b. High dust all ledges and fittings above six (6) feet from the floor, three (3) times per week.
    - c. Clean/Disinfect – All Housekeeping (horizontal) surfaces (e.g. countertops, railings, windowsills, television sets and telephones) daily or when surfaces are visibly soiled.
    - d. Vertical Surfaces – Spot clean as required (e.g. walls, cabinets, millwork, doors, door jams) once (1) daily. Ensure that all door frames are free and clear for dust and debris. This shall include but not be limited to examination room doors, bathroom doors, etc.
    - e. Stainless Steel – Damp wipe, clean, and polish stainless steel and other metal, railings, wall corner coverings, door handles, door frames, and footplates, elevator walls three (3) days per week.
    - f. Polish Furniture – Apply appropriate furniture polish and rub to high shine on all wood furniture, as required.
    - g. Wipe/Disinfect Walls – Wipe interior wall surface with a disinfectant, as required.
    - h. Vents – All exterior air exchange vents must be cleaned once (1) per month.

- i. If vents require a detailed interior cleaning, EVS is to inform JTCHS's Facilities department via a work order.
- j. Water Fountains – Clean with approved disinfectant once daily or as visibly soiled.
- k. Hand Sanitizer/Soap Receptacles – Police hand sanitizer/soap receptacles once (1) daily.
- l. Replenish product as necessary and ensure product is not expired.
- m. Empty waste receptacles and replace liners two (3) times daily (morning, midday, afternoon or as needed).

**C. Non-Patient Care Areas.** Defined as any portion of a health care facility which does not aid in the diagnosis/treatment of a patient. (1) For purposes of this document this includes but is not limited to office space, lobbies, stairwells and waiting rooms.

2. Floor Care.

- a. All Floors must be maintained in a clean state, free of dust and debris.
- b. Baseboards are to be free of dust, splash marks, old finish. Clean five (5) days per week.
- c. All spills must be cleaned on request within a ten (10) minute response time. A wet floor caution sign shall be placed adjacent to all spill areas.
- d. EVS is responsible for cleaning all hazardous spills with the appropriate solution.
- e. Tiled/Hard Surfaces.
- f. Dust/Microfiber Mop – All tiled/hard-surfaced floors with a dust control tool. Microfiber mopping to include corners, baseboards, and hard-to-reach areas.
- g. Public areas (e.g. corridors, waiting rooms) must be completed once (1) daily, five (5) days per week. JTCHS at its sole discretion may adjust and/or increase this frequency.
- h. Private offices must be completed once (1) per week.
- i. Wet Mop – All hard-surfaced floors with approved germicidal solution.
- j. Public areas (e.g. corridors, waiting rooms) must be completed once (1) daily, five (5) days per week.
- k. Private offices must be completed once (1) per week.
- l. Spot Mop – As requested (5 days per week).
- m. Polish/ Spray Buff – All public areas (e.g. corridors, waiting rooms) three (3) times per week. Private area's (e.g. offices) must be completed once (1) per week. Floors will be maintained in a clean state, free of build-up, dirt, and/or black marking, and with a gloss acceptable to JTCHS. JTCHS at its sole discretion may adjust and/or increase this frequency.
- n. Strip and Refinish- Strip old finish from tiled/hard-surfaced floors, apply suitable non-slip floor finish twice per year. JTCHS at its sole discretion may adjust and/or increase this frequency. The frequency of stripping and/or refinishing will be to maintain the hard-surfaced floors in a clean state, free of build-up dirt or black marking, and with a gloss acceptable to JTCHS. A strip and refinish schedule must be provided to JTCHS on a quarterly basis. Strip and refinish activities are to be scheduled during times that minimize effect on patient care.
- o. Apply Finish- Clean tiled/hard-surfaced floors, apply non-slip floor finish, twice per year (between strip and refinishing). This frequency is a minimum. JTCHS may at its sole discretion adjust and/or increase this frequency. The frequency of stripping and/or refinishing will be such as to maintain the tiled/hard-surfaced floors in a clean state, free of build-up, dirt or black marking, and with a gloss acceptable to JTCHS.
- p. Vacuum – All carpeted floor areas using a HEPA- filtered vacuum. Public areas (e.g. conference rooms) must be completed twice (2) per week and upon request. Private area's (e.g. offices) must be completed twice (2) per week and upon request.
- q. Carpet Cleaning – Shampoo all carpet's using an unscented, approved cleaning solution four (4) times per year.

2. Dusting/Cleaning.

- a. Dust all low-level ledges, furniture, and fittings, excluding technical equipment, to a height of six (6) feet from the floor five (5) times per week.
- b. High dust all ledges and fittings above six (6) feet from floor, once (1) weekly.
- c. Remove finger marks and smears from vertical surfaces (e.g. walls, cabinets, millwork, doors, door jams) as necessary.
- d. Ensure that all door frames are free and clear for dust and debris.
- e. Damp wipe, clean, and polish stainless steel and other metal, railings, wall corner coverings, door handles, door frames, and footplates, once (1) per week.
- f. Apply appropriate furniture polish and rub to high shine on all wood furniture, as required.
- g. Wipe walls with a disinfectant once per week and as required.

- h. Clean exterior of air exchange vents once (1) weekly. If inside the vent requires cleaning, EVS staff is to inform JTCHS Facilities department.
  - i. Water Fountains – Clean with approved disinfectant once (1) daily or as visibly soiled.
  - j. Hand Sanitizer/Soap Receptacles – Monitor hand sanitizer/soap receptacles once (1) daily.
  - k. Replenish supplies as necessary and ensure product is not expired. (Include hand sanitizer with 62% or greater alcohol content).
  - l. Public Areas – Empty waste receptacles and replace liners three (3) times daily or as needed throughout the day.
  - m. Private Offices- Empty waste receptacles and replace liners once (1) daily, five (5) days per week.
  - n. Garbage receptacles – the interior/exterior portion of all garbage receptacles must be cleaned once (1) weekly.
  - o. Restrooms – Clean bathroom fittings and high touch area's - Thoroughly clean and disinfect hand basin, seat covers (both sides), and towel/ paper fitting and high touch area's five (5) days per week or as visibly soiled.
  - p. Restroom Floor Care – Dust/Microfiber Mop - All hard-surfaced floors with dust control tool. Microfiber mopping to include corners, baseboards, and hard-to-reach areas and shall be performed once five (5) days per week.
  - q. Wet Mop – All hard-surfaced floors with approved germicidal solution once daily, five (5) days per week.
  - r. Restroom waste receptacles - Empty waste receptacles and replace liners daily or as needed throughout the day.
  - s. Garbage receptacles – the interior/exterior portion of all garbage receptacles must be cleaned once (1) daily, five (5) days per week.
  - t. Replenish Supplies – Hand soap, hand sanitizer, paper towels, toilet tissue, and toilet seat covers, once daily, five (5) days per week.
  - u. Stairs and Stairwells – Dust/ Microfiber Mop- All stairs and landings once (1) daily. Damp mop once (1) weekly (Install wet floor signs during this cleaning).
  - v. Wipe down rails and ledges with approved disinfectant at least once (1) daily, five (5) days per week.
  - w. Elevator Cleaning – Wipe and polish walls and doors daily.
  - x. Sweep and mop floors daily. Tracks must be clean and free of dust and debris.
  - y. Clean ceilings monthly.
3. Building Entrances.
- a. Vestibule Mat – Respondent is responsible to maintain the entrance to all buildings in a clean state, free of build-up, dirt and dust.
4. Miscellaneous Services.
- a. Set up conference and meeting rooms, as requested by JTCHS. EVS staff is responsible to track and schedule all conference room layouts as requested by JTCHS.
  - b. Event coverage – EVS is responsible for providing staff for exclusive events as required.
  - c. Assist with managing moves and relocating furniture as requested by JTCHS.
  - d. Outside Grounds – EVS staff is responsible to maintain area outside (20 ft.) all entrances. Area must be policed a minimum of twice (2) daily for debris and cigarette butts.
  - e. Change sharp containers as needed and requested by the JTCHS.
  - f. Place work orders in the Facilities Work Order System for all repair needs (i.e. any property damage or non-conformity to applicable environment of care and/or life safety standards) identified in a timely manner.
  - g. Compliance and participation with any emerging infectious diseases program (e.g. COVID-19), training and cost of related supplies is to be provided by JTCHS Infection Prevention Program.
  - h. Provide a EVS staff feedback recording process for staff, patients and visitors to improve the overall experience.
  - i. EVS must provide support to control any infectious disease outbreaks as directed by the infection control department.

## 4.2 Safety and OSHA Compliance Program

- A. Respondent shall provide a comprehensive safety training program for all its employees in compliance with OSHA requirements.
- B. All EVS employees shall have documented safety and accident prevention training as required by OSHA.
- C. As part of this specification it is understood and agreed that workplace and site safety is a joint responsibility for both contracting parties.

- D. EVS management will develop an inspection protocol acceptable to JTCHS that will address environmental safety issues. EVS management will submit the inspection protocol to the appropriate Facility Operations Manager and the Infection Preventionist Program.
- E. Additionally, EVS management will report immediately any environmental safety issues observed on or about the facility to the Facility Operations Manager, including but not limited to such conditions as damaged pavement, sidewalk, tiles, fall, trip and/or slip hazards, sharp hazards, improperly barricaded areas, lighting, and other such issues which pose a safety risk to employees, visitors and/or patients.
- F. Any such issues observed during the course of the EVS team's daily and/or routine inspection/duties which pose a risk to employees, visitors and/or patients is to be addressed preliminarily by the EVS team to secure the area and, if within their duties, address the issue to resolution.
- G. EVS Management will provide a summary of reported issues with any required periodic reports specified elsewhere but at least no less than quarterly.
- H. Infection Prevention and Control Program - EVS Management must provide JTCHS's Infection Prevention Program evidence of viable and successful compliance with all applicable Infection Control guidelines that include CDC protocols for cleaning, and their utilization to ensure cleanliness and disinfection is practiced in all areas of the facility.

### **4.3 Infection Prevention and Joint Commission Meetings**

Vendor must actively attend and participate in all required meetings which shall include but not be limited to:

- A. Safety Huddles.
- B. Environment of Care Rounds.
- C. Infection Control Huddles.
- D. Emergency Preparedness meetings (i.e., hurricane preparedness).
- E. Joint Commission Readiness meetings.

### **4.4 Systems Equipment and Related Supplies**

- A. JTCHS shall provide all necessary and required disposable supplies including but not limited to tissues, toilet paper, paper towels, hand sanitizer, hand soap, garbage cans and trash liners.
- B. The Respondent shall provide all equipment and machines required to properly meet the requirements outlined in this RFP.
- C. The Respondent shall obtain the approval of JTCHS prior to installing and utilizing any software system.
- D. The Respondent shall ensure that all equipment and machines utilized and/or provided to JTCHS for the performance of the services under the agreement shall be new or like new working and operating order, meeting and/or exceeding industry standards.
- E. The Respondent shall provide JTCHS with an inventory list of the equipment, machinery, vacuums, etc. to be used at JTCHS's premises. Such inventory shall include but limited to age of such equipment and/or machinery.
- F. The Respondent shall ensure that during the term of the agreement all the equipment and machines are in proper working and operating order and are being retained according to manufacturer's recommendations. If any equipment and/or machinery is out of order or not properly operating, the Respondent shall provide for its immediate replacement.
- G. The Respondent, at its own cost, shall maintain and repair all equipment and machinery utilized in the performance of the services in accordance with the manufacturer's specifications.
- H. The Respondent shall retain repair and preventative maintenance records for each piece of equipment and/or machinery within JTCHS's premises and make available such records upon JTCHS's request.
- I. All necessary equipment, machinery, and related supplies shall be available at the commencement date of this Agreement.
- J. The Respondent must consult with Infection Control prior to changing any cleaning or disinfection product used in the facility.

### **4.5 Sanitation, Recycling and Waste Disposal Program**

- A. Respondent shall provide oversight for all equipment, machinery, related supplies, and personnel to provide the Services at all JTCHS health centers that at a minimum ensures and provides for the following:
- B. Maintains the highest level of housekeeping standards.
- C. Appropriately cleans so that no surfaces shall have any evidence of dust, dirt, grim, streaks, spots, stains, oils, scratches, smudges, foreign substances, fingerprints, lines or marks, water drippings, excessive moisture, and/or unsightly discoloration.

- D. Equipment, materials, premises and areas utilized by the EVS Department shall always be clean, sanitary and free from rubbish, refuse, dirt, offensive or unclean materials, flies, insects, rodents and other vermin.
- E. All cleaning agents, supplies, and equipment are properly stored in areas designated by JTCHS.
- F. All recycling materials are handled and disposed in accordance with all applicable laws, rules and regulations, including applicable recycling laws.
- G. All recycling containers are to be lined with a liner.
- H. All regulated medical waste and hazardous waste bags are labeled with the name and address of the health center location (i.e., Jessie Trice Community Health System – Barbara Jordan Health and Wellness Center, 20612 NW 27<sup>th</sup> Ave, Miami Gardens, Florida 33056).
- I. Respondent's supplies, materials and equipment utilized in providing services to JTCHS are used and maintained in a manner to ensure safety of EVS personnel, JTCHS staff, patients and visitors, such that:
  - 1. Vendor supplies and equipment are not placed in traffic areas or other locations so as to create safety hazards.
  - 2. Vendor personnel use appropriate, neat appearing signs indicating the hazard (including Danger – Hazardous Area, Walk Left/Right, Caution).
- J. Electrical cords are plugged in the nearest outlet and kept in sight of machine or equipment operator.
- K. Respondent shall furnish all the necessary equipment and supplies for its personnel to carry out the Services, Sanitation, Recycling and Waste Removal Program at all campuses. Such equipment and supplies shall include, but not be limited to, all cleaning agents and supplies, such as chemicals and soaps and mops (wet and dry), brooms, sweeping tools and waste receptacles.
- L. Respondent shall ensure that electrical equipment operated by personnel shall be equipped with quiet monitors.
- M. Wheeled and movable equipment must have protective non-marking bumpers or guards to prevent damaging building structure or other objects.
- N. JTCHS shall determine whether Respondent's services, sanitation, recycling and waste disposal program is satisfactory. JTCHS and/or authorized individuals shall have the right to access any area for routine inspection.
- O. Respondent shall ensure that the EVS personnel are properly trained and educated in cleaning, recycling, waste disposal and sanitation procedures, regulations and standards to affect a high level of competence and effectiveness in critical areas of activity.
- P. Respondent shall have five (5) days from receipt of written notification that a particular area where Respondent provides Housekeeping and Environmental Services under this agreement does not abide by the requirements set forth by JTCHS, to maintain, clean, repair, replace, rebuild and/or repaint such areas at the sole cost of the Respondent. If, in the sole opinion of JTCHS, the failure of Respondent to fulfill the requirements of the program endangers the safety of patients, public, JTCHS staff, and visitors, JTCHS may, at its sole opinion, and in addition to other remedies available to it, perform such maintenance functions at the sole cost of the Respondent.

## **5. Administrative Information**

### **5.1 Reservation of Rights**

JTCHS reserves the right to:

- Reject any or all proposals received in response to the RFP.
- Withdraw the RFP at any time, at the organization's sole discretion.
- Make an award under the RFP in whole or in part.
- Pursue any or all of the services described herein from alternate sources.
- Disqualify a proposer whose conduct and/or proposal fails to conform to the requirements of the RFP.
- Seek clarifications and revisions of proposals.
- Require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a Respondents proposal and/or to determine a Respondents compliance with the RFP requirements.
- Prior to the opening of proposals, amend the RFP specifications to correct errors or oversights, or to supply additional information about the services sought as such information becomes available.
- Prior to the opening of proposals, direct Respondent to submit proposal modifications addressing subsequent amendments or addenda to the RFP.
- Change any date set forth in this RFP.
- Waive any informalities or any non-material requirements of the RFP.
- Negotiate with the successful proposer within the scope of the RFP in the best interests of JTCHS.
- Require Respondent to submit best and final offers ("BAFOs").
- Negotiate with selected Respondents prior to contract award.

- Make any payment contingent upon submission of specific deliverables.
- Require that all offers be held open for a period of 60 days unless indicated in writing.

## 5.2 BID Protests

- A. **Right to Protest.** Any actual or prospective Respondent who is aggrieved in connection with the solicitation or award of a contract may protest in writing to the JTCHS Procurement Officer and Chief Officer.
  1. Protests regarding the terms or specifications of any solicitation, including any amendments issued hereunder, must be submitted prior to the date and time specified for opening of bids or receipt of proposals.
  2. Protests regarding recommendation for an award of a contract, notice of unacceptable proposal, or any other action by JTCHS or its staff must be submitted in writing within five (5) business days from:
    - a. the posting of a notice of award by JTCHS; or
    - b. if there is no posting, the receipt of a notice from JTCHS; or
    - c. if there is no posting or receipt of notice, the date of the event giving rise to the protest.
  3. Failure to file the protest within the time allowed constitutes a waiver of all rights to protests the matter involved.
  4. The written protest shall include:
    - a. The name and address of the protestor;
    - b. Appropriate identification of the procurement or contract;
    - c. A statement of the reasons for the protest; and
    - d. Supporting exhibits, evidence, or documents to substantiate any claims.
  5. A protest may not challenge the relative weight of the evaluation criteria or the formula for assigning points in making an award determination.
- B. **Decision.** JTCHS shall promptly decide whether the solicitation or award was in accordance with applicable laws, policies, regulations, and the terms and conditions of the solicitation.
- C. **Appeal.** Any person aggrieved by the decision of JTCHS may appeal in writing within ten (10) calendar days from receipt of the decision. Such appeal must state in reasonable detail all bases for the appeal. Failure to appeal the decision within this time period constitutes a waiver of all rights to appeal the decision of JTCHS.
- D. **Entitlement of Costs.** When a protest is sustained and the protesting bidder should have been awarded the contract under the solicitation, then the protesting bidder shall be entitled to the reasonable costs incurred in connection with the solicitation, consisting solely of bid preparation costs – excluding any other compensation, costs, or attorney’s fees.
- E. **Exclusion or Elimination of Bidder.** Any bidder questioning exclusion or elimination (or a notice of unacceptable proposal) must first request a debriefing from the procurement officer within five (5) business days after receipt of notice. The bidder will then have five (5) business days from the date of the debriefing to file a protest.

## 5.3 Confidentiality of Proposals

Confidential, trade secret, or proprietary materials must be clearly marked and identified as such upon submission by the Respondent. Respondent must provide specific justification as to why disclosure of particular information in the RFP would cause substantial injury to the competitive position of the Respondent.

Properly identified information that has been designated confidential, trade secret, or proprietary by the Respondent will not be disclosed except as may be required by the Freedom of Information Law or other applicable state or federal laws. If the JTCHS determines that the law requires that confidential information be disclosed, the JTCHS will notify the Respondent so that it may take whatever steps it deems appropriate.

## 5.4 Non-Discrimination and MWBE Policy

It is the policy of the JTCHS to comply with all federal, state, and local laws, policies, orders, rules and regulations that prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability, or marital status and to encourage the meaningful and significant participation at all levels (Vendor, Sub Vendor, Suppliers and others) for business enterprises owned by persons of color and women – Minority Business Enterprise (MBE) and Women Business Enterprise (WBE).

The Respondent is encouraged to use its reasonable efforts to encourage, promote, and increase participation of business enterprises owned and controlled by persons of color or women (MBE/WBE) in the services sought by this RFP and to develop a policy to efficiently and effectively monitor such participation.

## 6. Contract Overview

### 6.1 Contracting Party

JTCHS will be the only contracting entity for this RFP.

### 6.2 Contract Provisions

The contract will incorporate provisions of this RFP and portions of the successful proposal to which JTCHS agrees. The contract will be on JTCHS's standard contract form, which will include the JTCHS's Terms and Conditions, and any applicable riders or other information deemed appropriate by JTCHS. The final executed contract shall supersede all proposals, whether written or oral, and all negotiations, conversations, and discussions prior to execution of the contract. Final contracts executed pursuant to this RFP shall be subject to JTCHS's purchasing policies and procedures and the review and approval of JTCHS Board of Directors and Legal Affairs.

### 6.3 Duration of Contract

The proposed term of any new agreement executed pursuant to this RFP is a period of **three (3) years** commencing on or about **December 15<sup>th</sup>, 2021**.

### 6.4 Acceptance of Terms and Conditions

Respondent must acknowledge that it has read the JTCHS's Terms and Conditions, and that it understands and agrees to be bound by the same, with noted exceptions. Respondent must provide a separate document of exceptions, if any, taken to JTCHS's Terms and Conditions. Each exception must reference a specific numbered paragraph of the Terms and Conditions. Respondent shall state a proposed alternative to each exception taken when stating that the term or condition is "unacceptable." **Any exceptions to JTCHS's Standard Terms and Conditions may disqualify a vendor's proposal.**

### 6.5 Disposition of Proposals

All proposals received by the due date become the property of JTCHS and shall not be returned. Any successful proposal may be incorporated into the resulting contract and will become public record. Any proposals received after the due date will not be accepted and will not be opened. Respondent bears sole responsibility for retrieval of a proposal that was submitted beyond the deadline.

## 7. Services and Payment

### 7.1 Services

All Services shall be performed in a manner consistent with the generally recognized standards of persons regularly engaged in providing such services. Respondent warrants to JTCHS that any Services performed, and any materials used by Respondent in connection with the Services, shall be free from defects in workmanship and/or materials and agrees that any damage arising from any breach of this warranty shall promptly be remedied by Respondent at its sole expense.

### 7.2 Standards of Performance: Sanitation, Health and Safety

- A. **Standards of Performance; Applicable Laws.** Respondent shall perform the Services, as more particularly described in the RFP, its attachments and technical specifications provided by JTCHS and made a part hereof, with a standard of care, skill, and diligence maintained by persons providing first-class environmental services on a commercial basis and in comparable commercial settings of similar size and service requirements. Respondent shall use its best efforts, skill, judgment, and abilities to perform the Services in accordance with the highest standards of Respondent's profession or business. Respondent shall comply with all applicable national, federal, state, and municipal, laws, regulations, codes and orders without limitation.
- B. **Performance Reviews.** Respondent shall conduct monthly environmental services and/or infection control assessments, patient surveys, and employee surveys as a component of Respondent's self- evaluation program.

Results of all surveys and action plans shall be reviewed with the JTCHS Facility Operations Manager and Infection Preventionist. If JTCHS utilizes a third party to measure its employee, customer and/or patient satisfaction, JTCHS may, in its sole discretion, authorize the release to Respondent of JTCHS's satisfaction data related to Respondent's performance of the services hereunder. Such satisfaction data shall be considered confidential and shall be used by Respondent for benchmarking purposes only. Any instance of poor performance by Respondent reported in a survey or study of patient, employee, or customer satisfaction conducted, directly or indirectly, by Vendor shall be documented and shall be submitted to JTCHS along with a proposed plan for corrective action. A review meeting shall be scheduled between Respondent and JTCHS during which a plan for a mutually agreeable corrective action plan will be drafted and implemented. Respondent shall provide updates to JTCHS on the implementation of any such corrective action plan, as may be requested by JTCHS until such instance of poor performance is resolved to the satisfaction of JTCHS.

- C. **Attire.** Respondent shall provide appropriately uniformed personnel, as approved by JTCHS. All personnel on duty performing services shall be neatly dressed, wear clean and pressed uniforms and well-groomed at all times, subject to the approval of the JTCHS. All uniforms must be approved by an authorized representative of JTCHS.
- D. **Uniforms.** All uniforms used by the Respondent personnel performing Services on the JTCHS's premises shall be furnished by Respondent or at no additional cost to JTCHS.
- E. **Right to Refuse Services.** JTCHS reserves the right to refuse to utilize the services of Respondent personnel without an appropriate, complete and satisfactory uniform.
- F. **Photo ID Badge.** Respondent shall provide all its personnel providing services at the JTCHS with appropriate photo identification badges, as approved by JTCHS which are to be displayed and visible at all times while Respondent personnel are on duty at the Facilities. Further, JTCHS shall issue Respondent personnel providing Services at the Facilities with a JTCHS Identification badge at no cost to the Respondent or its personnel. Respondent shall ensure that JTCHS Identification Badge is worn, clearly displayed and visible at all times by Respondent's personnel performing Services.
- G. **Lost or Stolen Badge.** Respondent's personnel shall notify JTCHS's Facility Operations Manager immediately of a lost or stolen JTCHS Identification badge. JTCHS may issue a replacement JTCHS Identification to Respondent's personnel at the current replacement cost rate.
- H. **Improper Conduct.** Notwithstanding anything herein to the contrary, in the event that any Respondent personnel assigned to perform Services hereunder is found to be unacceptable to the JTCHS for any reason, JTCHS shall notify Respondent of such fact and Respondent shall immediately take appropriate action, which may include immediate removal of such personnel from JTCHS's premises if JTCHS so requests, and replace such individual with another individual member of Respondent Personnel acceptable to JTCHS.
- I. **General Conduct.** In addition, Respondent and all personnel shall adhere to the following:
  - 1. Respondent shall require its personnel to comply with the instructions pertaining to conduct and building regulations issued by JTCHS.
  - 2. Respondent shall require all Respondent personnel providing Services to JTCHS to undergo the orientation program JTCHS.
  - 3. Respondent personnel shall perform services in such a manner as not to compromise patient or building safety and security.
  - 4. Respondent personnel must conduct themselves professionally, and in a pleasant manner at all times.
  - 5. Respondent shall be responsible for the conduct and deportment of its personnel performing Services for JTCHS.
  - 6. At the request of JTCHS, Respondent shall submit the personnel data of each of its personnel to be assigned to perform Services at the JTCHS's facilities, prior to or at the time of assignment.
  - 7. No Respondent personnel shall be assigned to perform services without the prior written consent of JTCHS.
  - 8. Respondent shall not unilaterally remove and/or transfer personnel assigned to perform services without the consent of JTCHS.
- J. **JTCHS Declared Emergencies.** Vendor shall maintain full operations before, after and during declared emergencies, including weather emergencies, at no additional cost to JTCHS. Respondent personnel may be required to remain on site throughout a declared emergency at no additional cost to JTCHS.
- K. **Non-Exclusive Agreement.** No exclusive rights are granted by JTCHS to Respondent under this Agreement.
- L. **No Minimum Work.** No guarantees, promises, or representations of any minimum amount of services given, nor are any to be inferred from this agreement. Respondent hereby waives any claims to lost or anticipated profits based on the JTCHS's failure to use any of the services up to the full amount estimated in this agreement. Further, Respondent hereby disavows and waives any claims, including without limitation, claims for direct, indirect, consequential, or special damage or lost or anticipated profits based on JTCHS's failure to utilize the Respondent's services.
- M. **Ownership of Records.** All records compiled by Respondent in providing and completing the services, including but not limited to written reports, studies, computer protocols, graphs, charts and all other similar recorded data,

shall become and remain the property of JTCHS. Respondent may retain copies for its own use, all of which shall be subject to all confidentiality requirements set forth herein.

N. **Independent Relationship:**

1. **Respondent Personnel.** Respondent shall recruit, hire, train, supervise, direct and, if necessary, discipline, transfer and discharge management and non-management personnel, as may be applicable, performing the services. All Respondent Personnel shall at all times and for all purposes be solely in the employ of Respondent.
2. **Training Programs.** Respondent shall provide pre-service and in-service training to enhance the development of personnel assigned to the services at JTCHS's facilities. Respondent shall maintain accurate records of said training sessions.
3. **Independent Relationship.** Respondent shall provide all services, as an independent contractor and not as an employee, agent, partner of, or joint venture with JTCHS. The Parties expressly agree that Respondent and each member of Respondent Personnel are independent contractor(s) and not employee(s) of JTCHS and that the Respondent and any third persons working on Respondent's behalf hereby waive any right to claim any benefits, privileges or compensation from JTCHS based on any alleged or purported theory of an employee and employer relationship.

O. **Personnel Obligations.** Respondent shall be solely responsible for all Respondent personnel actions and claims arising out of injuries occurring on the job regarding staff or independent contractors on Respondent's payroll. Respondent shall withhold all applicable federal, state and local employment taxes and payroll insurance with respect to its staff, insurance premiums, contributions to benefit and deferred compensation plans, licensing fees, and workers' compensation, and shall file all required documents and forms in accordance with applicable laws. Respondent shall not be responsible for personnel employed by JTCHS.

P. **Indemnification for Employer Obligations.** For Respondent Personnel performing Services under this agreement, Respondent shall indemnify and hold harmless JTCHS, its directors, officers and staff from any federal, state, and local taxes, including without limitation, self-employment income, social security, unemployment insurance and income taxes and any other withholding required pursuant to law or by any governmental body for the Services furnished hereunder.

Q. **Compliance.** Respondent shall comply with all federal laws, regulations and procedures regarding legal status to work and reside in the U.S., including completion of required Immigration and Naturalization forms upon hire. Respondent and its affiliates are Equal Opportunity Employers and do not and will not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, age, disability, citizenship, veteran status, marital status, genetic predisposition or carrier status. Respondent shall provide to JTCHS documentation upon such request.

R. **Payment Terms.** JTCHS shall pay all properly submitted and undisputed invoices for the Services within thirty (30) days from the Date JTCHS receives an invoice. All invoices must be submitted monthly and must reference the Contract Number and are to be addressed to JTCHS, at the address provided on each purchase order, to the Attention of the Accounts Payable Department ([JTCHCAccountsPayable@jtchs.org](mailto:JTCHCAccountsPayable@jtchs.org)).

S. **Taxes.** JTCHS is a Florida 501 (c) 3, not-for-profit, Federally Qualified Health Center, and its facilities are exempt from local, state, and federal taxes (including local and state sales or use taxes). Upon request, JTCHS will furnish evidence of such tax-exemption. JTCHS shall not be charged or subject to, and shall not pay, any tax, cost or expense imposed by any taxing authority. This expense shall be the sole responsibility of the Respondent.

T. **Overhead.** Respondent shall provide for all of its ancillary office equipment to be used in connection with the Services to JTCHS. This shall include but shall not be limited to facsimiles, computer systems and copiers. Further, Respondent shall be responsible for all the cost associated with cell phones, tablets two-way radios, office equipment and all its necessary supplies (e.g., toner, equipment repair, and paper) required for providing the Services to JTCHS.

## 8. Access to JTCHS Facilities and Capital Commitment

A. **Access to Premises.** Respondent shall have access to JTCHS Facilities, be permitted to use keys/key fobs and security pass codes to JTCHS buildings and rooms and be responsible for securing such buildings and rooms in accordance with Section 3.4 hereof.

B. **No Lease of Premises.** It is expressly understood and agreed that the Facilities (i.e. the JTCHS building, structure, equipment or space) which Respondent may utilize in performance of the services is not being leased to the Respondent, and the Respondent's privilege to use and occupy any such space shall continue only so long as JTCHS desires in its sole discretion.

C. **Parking.** No special parking is provided by JTCHS to the Respondent or its staff.

D. **Keys/Key FOBS, Door and Alarm Passcodes.**

1. The Respondent shall ensure that any keys/Key FOBS to all JTCHS buildings and rooms provided to Respondent personnel performing services are not removed from JTCHS's facilities at anytime, duplicated; nor issued to any persons not performing services at JTCHS.

2. The Respondent shall remain responsible for and liable to JTCHS for the replacement of any missing keys and changes to the JTCHS's lock systems due to any loss of keys by its staff.
  3. The Respondent shall ensure that staff do not permit keys to JTCHS buildings or rooms to be used by third parties or to allow third parties access to locked building or rooms.
    - a. Respondent shall ensure that in the performance of the Services at JTCHS facilities.
    - b. Respondent personnel leave rooms and/or closets found locked unattended for any period of time and all such rooms and/or closets are re-locked after use.
    - c. The Respondent personnel shall secure any rooms and/or buildings and report any rooms/buildings normally locked which are found unlocked to the Facilities Operations Manager.
  4. The Respondent personnel shall turn-off lights after utilizing a room, closet and/or area, unless the room, closet or area will continue to be in use by other Respondent personnel, JTCHS employees and/or patients, or unless otherwise directed by an authorized JTCHS employee.
- E. **Property Damage.** When or where any direct or indirect damage or injury is done to property of the JTCHS by or on account of any act of omission, neglect, or misconduct on the part of Respondent in the execution of the Services, such property shall be restored by Respondent, at its expense, to a condition equal to that existing before such damage or injury was done or Respondent shall make good such damage or injury in such other manner as may be acceptable to JTCHS. Further, in such event, JTCHS reserves the right to immediately affect both temporary and permanent repairs at the expense of Respondent. JTCHS shall provide written notice of any damage requiring repair and Respondent shall assume responsibility for the repairs.
- F. **Damage to Equipment.** Respondent shall assume full responsibility for the equipment employed in the execution of the Services hereunder and agrees to make no claims against JTCHS for damages to such equipment from any claims whatsoever.
- G. **Damage to Respondent Property.** All property of Respondent or its employees or agents brought, kept, used or left on JTCHS premises shall be at the sole risk of Respondent, its employees or agents, and Respondent shall be responsible for all loss or damage to its equipment and property.
- H. **JTCHS Property in Custody of Respondent.** In the event that Respondent shall, by virtue hereof, have custody of any JTCHS property, Respondent shall be deemed to be an insurer thereof and shall be responsible for its safe return to JTCHS. Respondent shall, at its expense, carry any insurance, reasonably deemed necessary to cover any damage or loss of JTCHS property.
- I. **Respondent Property Remaining After Expiration or Termination.** Unless otherwise provided herein, if any property of Respondent remains on the Facilities after expiration or termination of this agreement, JTCHS may deal with such as though the same had been abandoned and charge all costs and expenses incurred in the removal thereof to Respondent. Respondent's obligation to observe and perform all of the terms and covenants and conditions of this agreement shall survive the expiration or other termination hereof.

## 9. Contract Term and Termination

- A. **Term.** The Agreement shall commence on the Effective Date of the Agreement and shall continue for a period of Three (3) years (the "Initial Term"), unless earlier terminated. Upon the expiration of the Initial Term JTCHS shall have the option to extend the Agreement for an additional two (2) year period (the "Renewal Term").
- B. **Termination for Cause.** If either Party breaches a material provision hereof ("Cause"), the non-breaching Party shall give the other Party written notice of such Cause. If the Cause is remedied within thirty (30) days, the notice shall be null and void. If such Cause is not remedied within the specified period, the Party giving notice shall have the right to terminate this Agreement, in whole or in part, upon expiration of such remedy period. The rights of termination referred to in this Agreement are not intended to be exclusive and are in addition to any other rights or remedies available to either Party at law or in equity.

The following shall also constitute "Cause" to the extent permitted by applicable law:

1. Notice of Respondent's non-compliance with the key performance indicators set forth in the Agreement including but not limited to the specifications set forth in any attachment or exhibit thereto, provided however, that the remedy period for such Cause shall be fifteen (15) days (not thirty (30) days as set forth above), unless otherwise mutually agreed upon the parties;
2. Notice of Respondent's failure to perform the Services and/or in accordance with the terms of this Agreement including but not limited to the specifications set forth in any attachment.
3. Government Program Participation - Notice of debarment, suspension, or other disqualification from: (i) participation in Medicare, Medicaid or any other state or federal funded health care program.
4. Notice of the suspension or revocation of Respondent's operating license.
5. Notice of Respondent's failure to fulfill any of the warranties, representations, and covenants set forth herein;
6. The filing of a petition pursuant to which an adjudication of bankruptcy is entered by either Party or the parent corporation of either Party; or the entry of an order, judgment or decree by a court of competent jurisdiction, on the application of a creditor, adjudicating either Party or the parent corporation of either

- Party as insolvent or approving a petition seeking reorganization or appointing a receiver or an assignee for benefit of creditors, trustee or liquidator; or
7. The consent to an involuntary petition in bankruptcy or the failure to vacate, within sixty (60) days from the date of entry thereof, any order approving an involuntary petition by either Party or the parent corporation of either Party.
- C. **Termination Without Cause.** Either Respondent or JTCHS shall have the right to terminate the Agreement in whole or in part entirety without cause by providing the other Party at least ninety (90) days prior written notice.
- D. **Effect of Termination.** Upon termination of this Agreement as herein above provided, neither Party shall have any further obligation hereunder except for: (i) obligations accruing prior to the date of termination; and (ii) obligations, promises or covenants contained herein which are expressly made to extend beyond the term of this Agreement. If this Agreement is terminated by JTCHS pursuant to Section 4.3, Respondent shall be compensated, and the JTCHS shall be liable, only for payment for Services rendered under this Agreement prior to the effective date of termination. JTCHS shall make any such payment in accordance with the payment terms set forth in Section 2.9.
- E. **Remedies.** Termination by either Party pursuant to the terms of this Agreement, whether for default or otherwise, shall be without prejudice to any claims for damages or other rights against the other Party that arose prior to termination.
- F. **Disruption of Patient Care.** Notwithstanding the foregoing or any other Agreement between the Parties, if Respondent terminates the Agreement or any provision hereof and such termination, based on the reasonable, good faith determination of JTCHS, would likely result in the disruption of patient care, upon written notice from JTCHS as to such likely disruption, Respondent shall continue to provide the services purchased hereunder and receive compensation, as specified in the Agreement or applicable purchase order until JTCHS has secured an alternate supplier of comparable or substantially similar goods, but in no event shall such continued provision of the Services exceed a period of one hundred and twenty (120) days from Respondent's receipt of JTCHS's notice.

## 10. General Provisions

- A. **Confidentiality.** For purposes of this Section 5.1 "Confidential Information" shall mean any and all proprietary information, customer lists, patient information, customer purchasing requirements, prices, trade secrets, know-how, processes, documentation and all other information without limitation which is not generally known to, or readily ascertainable by proper means, by the public or which might reasonably be considered confidential, secret, sensitive, proprietary or private to either the Respondent or JTCHS.
1. In performing their respective obligations under the Agreement, the Respondent and JTCHS may come into contact with, be given access to, and, in some instances, contribute to each other's Confidential Information. In consideration of permitting the Respondent and JTCHS to have access to each other's Confidential Information, during the term of the Agreement, the Respondent and Corporation agree that they will not disclose to any third party any Confidential Information of the other Party, except as provided in Section 5.1.3, without the other Party's prior written consent. The Respondent and JTCHS shall only make the Confidential Information of the other Party available to its employees, auditors, attorneys or other professionals or Vendors hired by such Party in the ordinary course, to the extent that their duties, requirements, or contract for services require such disclosure, and agree to take appropriate action by instruction or agreement with such individuals permitted access to the Confidential Information to satisfy the obligations under this Section.
  2. The provisions of this Section will not apply to information: (i) developed by the receiving Party without use of, or access to, the disclosing Party's Confidential Information; (ii) that is or becomes publicly known without a breach of the Agreement; (iii) disclosed to the receiving Party by a third party not required to maintain such information confidential; or (iv) that is already known to the receiving Party at the time of disclosure. The provisions of this Section 5.1.2 shall not apply to "Protected Health Information" as that term is defined in the Health Insurance Portability and Accountability Act.
  3. If any law, governmental authority or legal process requires the disclosure of Confidential Information, the subject Party may disclose such information, provided, that, the other Party is notified of the disclosure.
- B. **Disclosure of Protected Health Information (PHI).** JTCHS shall execute a Corporation Business Associate Agreement in accordance with the Health Insurance Portability and Accountability Act of 1996 and its related regulations, 45 C.F.R. Part 160 and 164).
- C. **Business in Confidence.** Neither Party shall, without first obtaining the written consent of the other Party, advertise or publish the fact that Respondent has contracted to provide, or JTCHS has contracted to purchase, the Services that are the subject of the Agreement.
- D. **Publicity and Trademarks.** Each Party will not, and will cause its affiliates not to, use the name or any trademark or service mark of the other Party or any of its affiliates without the prior written consent of the other Party.

- E. **Safe Harbor Discount.** Each Party agrees to comply at all times with the regulations issued by the United States Department of Health and Human Services published at 42 C.F.R. Part 1001, and which relate to the Respondent's obligation to report and disclose discounts, rebates, and other reductions to Services purchased under the Agreement. Where a discount or other reduction in price of the Services is applicable, the Respondent agrees to comply with the requirements of 42 U.S.C. §1320a-7b(b)(3)(a) and the "safe harbor" regulations regarding discounts or other reductions in price set forth at 42 C.F.R. §1001.952(h). In this regard, the Respondent will satisfy any and all requirements imposed on sellers by the safe harbor and JTCHS will satisfy any and all requirements imposed on buyers by the safe harbor.
- F. **Government Health Program Participation.** Each Party represents that it has not been excluded from participating in any "federal health care program," as defined in 42 U.S.C. § 1320a-7b(f), or in any other federal or state government payment program and that it is eligible to participate in the foregoing programs. If either Party is excluded from participating in, or becomes otherwise ineligible to participate in, any such program during the term of the Agreement, such Party will notify the other Party of that event within thirty (30) days. Upon occurrence of that event, whether or not such notice is given, either Party may terminate the Agreement effective upon written notice to the other Party.
- G. **Debarment.** The Respondent represents that (a) it has not been convicted of a criminal offense related to health care; and (b) it is not currently listed by the State of Florida, any political subdivision of the State of Florida or any public benefit corporation or public authority as debarred, excluded or otherwise ineligible to contract with such public entity. The Respondent shall promptly notify JTCHS, in writing, of any change in this representation during the term of the Agreement. Such change in circumstances shall constitute cause for which JTCHS may terminate the Agreement.
- H. **Personal Inducements.** The Respondent represents and warrants that no cash, equity interest, merchandise, equipment, services or other forms of remuneration have been offered, shall be offered or will be paid or distributed by or on behalf of the Respondent to JTCHS, or any physician or physician practice privileged or affiliated with either of them and/or the employees, officers, or directors of any of the foregoing and their immediate family members as an inducement to purchase or to influence the purchase of Services by JTCHS from the Respondent. In addition to any other remedy to which JTCHS may be entitled and any other sanction to which a Respondent may be liable for a breach of the foregoing representation and warranty, JTCHS, at its option, may declare any agreement between the Respondent and JTCHS null and void.
- I. **Compliance with Laws and Regulations.** In the performance of their duties and obligations hereunder, each Party warrants that it shall comply with all applicable federal and state laws and regulations, including without limitation the Federal Food, Drug and Cosmetic Act, the Prescription Drug Marketing Act, equal-opportunity laws, and fraud and abuse laws. The Respondent further warrants that all Services purchased pursuant to the Agreement will conform and comply with all applicable provisions of governing laws, ordinances, rules and regulations. The Respondent shall obtain and maintain in full force and effect during the term of the Agreement all licenses, permits, certificates and accreditations as may be required by law or regulation. The Respondent agrees that in the event it receives any written notice of noncompliance with any statute or regulation from any federal or state agency that may materially affect the Respondent's performance hereunder, the Respondent will promptly notify JTCHS in writing of the receipt of such notice and the nature of such notice.
- J. **Occupational Safety Laws.** Respondent agrees that all work, apparatus, equipment, tools, supplies, chemicals, training, and methods used in the performance of the Services under this Agreement shall conform to all laws, regulations, standards, and requirements, including, but not limited to: (i) standards promulgated by the Occupational Safety and Health Administration, United States Environmental Protection Agency, Centers for Disease Control, Florida Department of Health and Joint Commission; or (ii) standards promulgated pursuant to the American Disabilities Act, applicable sanitary codes, JTCHS administrative policies, and JTCHS infection control policies. Respondent shall instruct and provide Respondent Employees with written procedures for safety and protection concerning the nature of toxic substances, which they may encounter in the course of providing the Services, as required by OSHA.
- K. **Labor Law and Worker's Compensation Law.** Respondent shall comply, at its sole cost and expense, with the provisions of all applicable federal, state, or local laws, ordinances, regulations or rules and any amendments or additions thereto, including without limitation Florida Labor laws and Worker's Compensation Law.
- L. **Dispute Resolution.** Upon the agreement of both Parties, any dispute as to the performance of a Party's obligations under the Agreement or any related matter may be referred to non-binding mediation by a neutral third party, the rules and procedures of which shall be mutually agreed to by the Parties. Nothing in this paragraph shall be construed to prevent or delay either Party from exercising, at any time, any and all legal rights available to it in a court of competent jurisdiction. No offer, finding, action, inaction or recommendation made or taken in or as a result of mediation shall be considered for any purpose as an admission of a Party, nor shall it be offered or entered into evidence in any legal proceeding.
- M. **Attorney's Fees.** If any action or proceeding is commenced by either Party for the enforcement of or in connection with the Agreement, each Party shall be responsible for its own attorneys' fees, costs, and disbursements incurred in connection with such action.

- N. **Insurance.** The Respondent will maintain general public liability insurance against any insurable claims.
- O. **Indemnification by Respondent.** The Respondent agrees that, except for the amount, if any, of damage contributed to, caused by or resulting from the negligence or willful misconduct of the JTCHS, the Respondent shall defend, indemnify and hold harmless JTCHS, its officers, employees and agents from and against any and all liability, damages, claims, demands, costs, judgments, fees, reasonable attorneys' fees or losses arising directly or indirectly out of the negligence or willful misconduct hereunder by the Respondent or third parties under the direction or control of the Respondent.
- P. **Limitation of Liability.** The liability of the Parties to each other for damages in connection with this Agreement, regardless of the form of action, shall not exceed the actual damages incurred by the Party seeking redress. Neither Party shall be liable to the other for any special, consequential, punitive, or exemplary damages arising from this Agreement, including but not limited to damages for loss of future business and/or lost profits. Notwithstanding the foregoing limitations or anything in this Agreement to the contrary, this section shall not apply to (a) a party's obligations of indemnification as further described in this Agreement; (b) a party's breach of its obligations of confidentiality as further described in this Agreement; (c) damages caused by a party's willful misconduct; or (d) claims raised by third parties against Respondent or JTCHS, or, to claims in which either Party joins the other as a third party defendant.
- Q. **Conflicts of Interest.** The Respondent represents, to the best of its knowledge, that no employee, officer, or director of, and no physician or physician practice affiliated with, JTCHS has a financial interest in the Respondent. The Respondent further agrees that if it discovers or otherwise becomes aware that an employee, officer, or director of, or a physician or physician practice affiliated with, JTCHS has a financial interest in the Respondent, Respondent shall promptly disclose that financial interest to JTCHS in writing. If a financial interest is disclosed by Respondent in accordance with this Section, the Parties agree to make good faith efforts to resolve any conflict of interest, provided however, in the event that such conflict of interest cannot be resolved, JTCHS, at its option, may declare any agreement between the Respondent and JTCHS null and void. For purposes of this Section, the term "financial interest" shall include the following transactions or relationships: (a) payment of fees including consulting fees, royalty fees, honoraria, or other emoluments or "in-kind" compensation; (b) any gift of more than nominal value; (c) service as an officer or director of Respondent whether or not remuneration is received for such service; or (d) an ownership interest in Respondent, except that a shareholder owning less than a majority of shares of a publicly traded entity shall not be deemed to have a financial interest for the purposes of this Section.
- R. **Survival.** All provisions regarding confidentiality, indemnification, warranty, liability and limits on liability shall survive termination of the Agreement.
- S. **Force Majeure.** Neither Party shall be deemed to be in default of or to have breached any provision of the Agreement as a result of any delay or failure in performance due to reasons beyond such Party's reasonable control. If such a delay occurs, the affected Party may extend the time for performance by a period of time equal to the delay. Notwithstanding the foregoing, if a force majeure event is claimed by either Party and such event continues for more than fifteen (15) business days, either Party shall have the right and option to terminate the Agreement.
- T. **Entire Agreement.** The Agreement shall constitute the entire agreement between the Parties concerning the subject matter of the Agreement and will supersede all prior negotiations and agreements between the Parties concerning the subject matter of the Agreement. The terms of any purchase order, invoice, or similar documents used to implement the Agreement shall be subject to and shall not modify the Agreement.
- U. **Amendment.** The Agreement may only be amended by written agreement of the Parties.
- V. **Assignment.** Neither Party may assign any of its rights or obligations under the Agreement, either voluntarily or involuntarily (whether by merger, consolidation, dissolution, operation of law, or otherwise), without the prior written consent of the other Party. Any purported assignment in violation of this section will be void. Any request for consent to an assignment to an affiliate of a Party (i.e. an entity that controls, is controlled by, or is under common control with a Party) shall not be unreasonably withheld, conditioned, or delayed by the consenting Party.
- W. **Relationship of the Parties.** For purposes of the Agreement, each Party will be an independent contractor. The Agreement will not create a partnership, association, or other business entity. Neither Party has any authority to act for or to bind the other.
- X. **Waiver.** No provision of the Agreement may be waived except by a writing signed by the Party against whom the waiver is sought to be enforced. No failure to enforce any provision of the Agreement constitutes a waiver of future enforcement of that provision or of any other provision of the Agreement.
- Y. **Other Contractual Obligations.** Each Party represents that it is not prohibited from entering into, or performing its obligations under, the Agreement by the terms of any other agreement.

## **Attachment A**

### **HAZARDOUS CHEMICALS AND MATERIALS**

1. The Respondent shall ensure that of its staff involved in the use of hazardous chemicals, materials and wastes shall be knowledgeable of proper care and handling of such materials, as well as emergency procedures in the event of an accident, including but not limited to spills, break of container or exposure to such materials.
2. The Respondent shall strictly adhere to the OSHA standards.
3. The Respondent using hazardous chemicals shall keep a current inventory and an up-to-date file of Safety Data Sheets (SDS) on any chemical utilized in the performance of the services. The Respondent shall also keep SDS in an accessible and identifiable place. The SDS will provide the following information:
  - a. Product Information;
  - b. Hazardous Ingredients;
  - c. Physical Data;
  - d. Fire and Explosion Data;
  - e. Health Hazard Data;
  - f. Special Precautions and Spill/Leak Procedures
4. Respondent shall make the SDS's available to staff members and will be responsible for conducting an annual education and training program.
5. The Respondent shall be responsible for the use and storage of hazardous cleaning chemicals on JTCHS property. The Respondent's policy on hazardous cleaning chemicals and waste shall be submitted for an annual review. The Respondent shall submit infectious material handling procedures to the JTCHS Facilities Operations Manager.
6. The Respondent shall provide adequate training and proper handling of chemicals and hazardous waste to its employees. The following information shall be provided in the training:
  - a. The name or names of the substances including the generic or chemical name.
  - b. The trade names of the chemical or substance.
  - c. The level at which exposure to the substance is hazardous, if known.
  - d. The effects of exposure at hazardous levels.
  - e. The symptoms of such effects.
  - f. The potential for flammability, explosion and reactivity of the substance.
  - g. Appropriate emergency treatment.
  - h. Proper conditions for safe use and exposure to the substance.
  - i. Procedure for cleanup and spills.
7. Respondent shall maintain proper training and information documentation for its employees. Copies of the training records shall be forwarded to JTCHS Human Resources Department.
8. The Respondent shall secure any chemicals, materials and equipment to prevent tampering by any person in the JTCHS buildings while performing any services.
9. The Respondent shall remove and legally dispose of all excess and/or unneeded chemicals, materials or equipment after any services are performed.

## **Attachment B**

### **INSURANCE REQUIREMENTS**

1. Prior to commencing work, the Respondent shall obtain at its sole cost and expense the required insurance from insurance companies licensed in the State of Florida, and shall provide evidence of such insurance to JTCHS. The certificates for such insurance shall provide that thirty days prior to cancellation, notices of same shall be given to JTCHS. All notices shall name the Respondent and identify the Agreement. If at any time any of the policies required herein shall be or become unsatisfactory to the JTCHS, JTCHS may terminate the Agreement within the parameters set forth in the Agreement. Upon failure of the Respondent to maintain such insurance, the Agreement, at the election of the JTCHS, may be declared suspended, discontinued or terminated. Failure of the Vendor to take out or maintain such insurance shall not relieve the Respondent from any liability under the Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the contractual obligations of the Respondent concerning indemnification.
2. The Respondent shall provide proof of the following coverage:
  - a. **Workers' Compensation.**
  - b. **Employer's Liability** with minimum limit of \$100,000.
  - c. **General Liability** Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$3,000,000 for property damage, naming JTCHS as an additional insured to the extent indemnified but subject to the terms, exclusions and conditions of Respondent's insurance policy.
  - d. **Fidelity Bond:** The Respondent shall submit evidence in the form of a certificate issued by an acceptable bonding company that Respondent's staff are bonded under a Fidelity Bond and/or a 3-D Insurance Policy (covering Dishonesty, Disappearance, and Destruction) with a limit of \$10,000.
3. The **CONTRACTED VENDOR MUST:**
  - a. Have all insurance certificates list JTCHS as "Certificate Holder" in the following manner:

Jessie Trice Community Health System, Inc.  
5607 NW 27 Ave, Suite 1  
Miami, Florida 33142
  - b. Have JTCHS shown on the certificates "**As an Additional insured with respect to this coverage**".
  - c. Maintain the Commercial General Liability and the Workers Compensation Coverage, described above, throughout the course of the contract.
  - d. Provide updated certificates as the policies renew.
  - e. The Contracted Vendor will not commence any work under this Contract until AGENCY has obtained all insurance required by this Section and such proof of insurance in the form of original certificates has been delivered to and approved by JTCHS. The certificates shall clearly indicate that the AGENCY has obtained insurance of the type, amount, and classification as required for strict compliance with this Section and that no material change or cancellation for the insurance shall be effective without endeavoring to provide Thirty (30) days prior written notice to JTCHS. Companies authorized to do business in the state of Florida shall issue all insurance policies. Compliance with the foregoing requirements shall not relieve AGENCY of its liability under this Contract.

## **Attachment C**

### **SCOPE OF PRACTICE QUESTIONS**

Please provide a detailed response to the following questions.

1. Describe your best practices for selection, preparation, and care of environmental cleaning supplies and equipment. There are different kinds of products available for environmental cleaning, which all have distinct properties and advantages and disadvantages to their potential use in healthcare:
  - What is your process for the safe preparation and use of different detergents, disinfectants, and cleaning solutions so that they are environmentally friendly: should not cause environmental pollution upon disposal; biodegradable non-toxic and not irritating to respiratory system, skin or mucus membranes of the user, visitors, and patients?
  - Please provide a list of environmental cleaning products.
  - Describe your process for cleaning mop heads, micro-fiber cloths, carts and reusable gloves.
2. Describe your overall strategies and techniques for conducting environmental cleaning according to best practice based on risk assessment:
  - Who will conduct training for your staff?
  - How frequently will the trainings be provided?
  - How will staff competencies assessed? Please provide 1) a copy of the training curriculum, 2) cleaning policy, 3) specific cleaning schedules and 4) daily checklists used in your daily cleaning program.
  - What are your best practices for cleaning staff personal attire/grooming?
  - What is your company's policy regarding COVID-19 testing and vaccination for your employees? Please share a copy of the policy.
3. Will your on-site manager be full-time or part-time? Please provide 1) a copy of the job description and resume for your on-site manager, and 2) a copy of your organizational chart with functional reporting lines and responsibilities.
4. Who will conduct quality assurance monitoring and audits and how often? How will the results be communicated to JTCHS Management, Infection Preventionist/Staff Development Coordinator and your staff?
5. What will be your process for addressing Management and staff concerns, and patient questions about the cleaning program?
6. Describe the protocol that you use to clean and disinfect after an area(s) have been exposed to a COVID-19 POSITIVE individual. Provide the names of the cleaning solution(s) and disinfectant spray that is used.
7. Describe the practices your staff will use to keep themselves, patients and visitors safe from slip/fall accidents as well as environmental pathogens that can cause healthcare associated infections (HAIs) and outbreaks?
  - Share your best-practices for handwashing.
  - Share when and where your staff are required to use PPE's
  - What is your process for safely disposing of wastewater to avoid contamination to the environment and surrounding community?

## **Attachment D**

### **RFP REVIEW CHECKLIST**

|                              |                                                                                                                                  |          |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------|
| Document Compliance (YES/NO) | Reviewer: _____<br>Review Date: _____<br>Company Name (Bidder): _____                                                            | Comments |
|                              | <i>RFP submitted by deadline.</i>                                                                                                |          |
|                              | Sealed Envelopes: One (1) original and three (3) duplicate copies of the complete proposal, in an envelope.                      |          |
|                              | Respondents' names, addresses, and name of primary contact person.                                                               |          |
|                              | Description of the specific staff that will comprise the project team for this assignment.                                       |          |
|                              | Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this project. |          |
|                              | Statement of qualifications and experience.                                                                                      |          |
|                              | List of client references.                                                                                                       |          |
|                              | General Liability \$1,000,000 per occurrence and \$3,000,000 aggregate.                                                          |          |
|                              | Workers Compensation: As required under the workers' compensation laws of the State of Florida, at least \$2,000,000 per injury. |          |
|                              | List of Subcontractor Names with Minority Status.                                                                                |          |
|                              | OIG Sanction Check.                                                                                                              |          |

JTCHS will review the submitted proposals and will select Respondents to meet with in an interview to discuss the proposal and qualifications in greater detail, as needed.

## **Attachment E**

### **RESPONDENT'S RESPONSE SHEET**

| <b>Site #</b> | <b>Site Name</b>                                    | <b>Estimated Square Footage</b> | <b>Hours per Day/Days per Week/EVS FTE Equivalent</b> | <b>Cost Breakdown</b> |
|---------------|-----------------------------------------------------|---------------------------------|-------------------------------------------------------|-----------------------|
| Site 1        | Corporate Administration – Suite 1                  | 1,536/10,000                    | 8 hours/5 days/.5 EVS FTEs                            |                       |
| Site 2        | Corporate Dental Health Center – Suites 2 & 3       | 4,300/1,860                     | 8 hours/5 days/.5 EVS FTE                             |                       |
| Site 3        | Dr. Fatima Zafar Health & Wellness Center           | 30,985                          | 8 hours/5 days/2 EVS FTEs                             |                       |
| Site 4        | Jefferson Reaves House Women's Residential Facility | 15,000                          | 3x per week restroom and floor cleaning/.5 EVS FTE    |                       |
| Site 5        | Flamingo Adult & Pediatric Center                   | 6,100                           | 8 hours/5 days/1 EVS FTE                              |                       |
| Site 6        | Lotus House Village Health Center                   | 5,400                           | 8 hours/5 days/1 EVS FTE                              |                       |
| Site 7        | Miami Northwestern High School                      | 1,500                           | 4 hours/5 days/1 EVS FTE                              |                       |
| Site 8        | North Medical Center                                | 2,000                           | 2 hours/3x per week                                   |                       |
| Site 9        | Children's Wellness Medical Center                  | 1,500                           | 2 hrs./3x per week                                    |                       |
| Site 10       | Opa-Locka Children's Wellness Center                | 5,077                           | 8 hours/5 days/1 EVS FTE                              |                       |
| Site 11       | Miami Carol City High School                        | 1,500                           | 4 hours/4 days/1 EVS                                  |                       |
| Site 12       | Barbara Jordan Health & Wellness Center             | 15,000                          | 8 hours/5 days/2 EVS FTEs                             |                       |

## **Attachment F**

### **CURRENT CLIENT REFERENCES (REQUIRED)**

Submit this form with the BID, failure to do so is grounds for disqualification.

#### **Reference #1**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

#### **Reference #2**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

#### **Reference #3**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Attachment G

### **VENDOR DEBARMENT/EXCLUSION QUESTIONNAIRE**

1. Are you or your company or any of its employees currently ineligible to participate in Federal health care programs or Federal procurement or non-procurement programs because of being excluded, debarred, suspended or otherwise declared ineligible to participate? **YES NO**

**If you answered YES,** please provide a complete explanation on an attached sheet of paper.

2. Have you or your company or any of its employees been convicted of any of the following offenses: program-related crimes, crime relating to patient abuse, felony conviction relating to health care fraud, or felony conviction relating to controlled substances, but have not yet been excluded, debarred, suspended or otherwise declared ineligible to participate in Federal health care programs or Federal procurement or non-procurement programs? **YES NO**

**If you answered YES,** please provide a complete explanation on an attached sheet of paper.

3. If you purchase products/goods/services from other vendors/contractors, do you verify with them at the time of contracting that neither the company nor any of its employees is ineligible to participate in Federal health care programs or Federal procurement or non-procurement programs because of being excluded, debarred, suspended or otherwise declared ineligible to participate? **YES NO**

**If you answered NO,** and you are awarded this contract, you will be required to undertake this screening for any vendors/contractors that will be providing goods or services pursuant to this contract prior to the effective date of the agreement. Such screening is to be performed utilizing the OIG's List of Excluded Individuals/Entities and the GSA's Excluded Parties Listing System.

4. If you furnish products/goods/services from other vendors/contractors, do you verify with them that neither the company nor any of its employees has been convicted of any of the following offenses: program-related crimes, crimes relating to patient abuse, felony conviction relating to health care fraud, or felony conviction relating to controlled substances, but have not yet been excluded, debarred, suspended or otherwise declared ineligible to participate in Federal health care programs or Federal procurement or non-procurement programs? **YES NO**

**If you answered No,** and you are awarded this contract, you will be required to undertake this screening for any vendors/contractors that will be providing goods or services pursuant to this contract prior to the effective date of the agreement. Such screening is to be performed utilizing the OIG's List of excluded Individuals/Entities and the GSA's Excluded Parties Listing System.

Governmental Entity: \_\_\_\_\_

Date of Finding of Non-Responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Add additional pages as necessary)

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

## **Attachment H**

### **DIVERSITY PRACTICES QUESTIONNAIRE**

I, \_\_\_\_\_, as \_\_\_\_\_ (title) of \_\_\_\_\_ firm or company (hereafter referred to as the company), swear and/or affirm under penalty of perjury that the answers submitted to the following questions are complete and accurate to the best of my knowledge:

1. Does your company have a Diversity Officer or other individual who is tasked with diversity initiatives? **YES NO**

If YES, provide the name, title, description of duties, and evidence of initiatives performed by this individual or individuals.

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2. Is your company participating in a minority- and women-owned business enterprise mentor-protégé program? **YES NO**

If YES, briefly describe mentoring program in which your company participates and provide evidence demonstrating the extent of your company's commitment to the mentoring program.

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Signature of Owner/Official: \_\_\_\_\_

Printed Name of Owner/Official: \_\_\_\_\_

## **Attachment I**

### **MINORITY/WOMEN/SMALL BUSINESS ENTERPRISE QUESTIONS**

As part of the JTCHS's program to encourage the participation of Minority/Women/Small Business Enterprises, we request that you answer the questions listed below. If you do not respond, we will assume that you do not wish to be considered as a Minority/Women's/Small Business.

A minority business enterprise is defined as a business of which 51% or more is owned by minorities or, in the case of a publicly owned business, 51% or more of the voting power in shares of the corporation is owned by minorities. Minorities are defined as Blacks, Hispanics, Asians, American Indians, Eskimos and Aleuts.

A women-owned business enterprise is defined as a business in which women own at least 51% of the firm, or in the case of a publicly owned business, at least 51% of the stock is owned by citizens or permanent resident aliens who are women.

1. Are you a minority owned business? **YES NO**

If YES, what is your minority group (s)?

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2. Are you a women-owned business? **YES NO**

3. If you answered YES to numbers 1 or 2, what percentage of ownership or voting authority of your business is held by members of a minority group or women?

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4. Please identify by name, the minority or women owners of your business and ownership percentage of each.

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Signature of Owner/Official: \_\_\_\_\_

Printed Name of Owner/Official: \_\_\_\_\_

## Attachment J

## EQUIPMENT LIST

[illegible]

## **Attachment K**

### **KEY PERSON SIGNATURE PAGE**

The undersigned agrees to the pricing submitted on Bid Proposal **JTCHS 2021-10-04**

The below individual is authorized to sign on behalf of the company submitting this proposal and certifies:

1. That this bid pricing is valid for at least 90 days from the bid submission date.
2. That the selected Respondent will comply with All requirements of this RFP # **JTCHS 2021-10-04** as delineated In the Respondent Scope of Service.
3. That the selected Respondent will provide Certificates of Liability and Workers Comprehensive Insurance requirements.
4. And finally, the selected vendor will sign a contract with JTCHS upon award of the contract.

---

Signature

---

Date

---

Print Name and Title

---

Fed Tax ID #

---

Company Name

---

Company Address

---

City, State, Zip Code

---

Telephone Number