

Greater Naples Fire Rescue District
Invitation to Bid
25-205 Cleaning Services



Public Notice

The Greater Naples Fire Rescue District is requesting Bid responses from interested and qualified firms to supply/provide Cleaning Services.

Your quotation response is due in the form supplied no later than September 17, 2025 at 2:00 PM. EST. The district will not accept any quotation responses later than the noted time and date. No late quotation responses will be accepted. Forms shall be submitted on the proper forms provided.

All quotation responses should be made only upon the Greater Naples Fire Rescue District Official response form(s) available only from the Greater Naples Fire Rescue District.

Any firm who is a recipient of District funds, or who proposes to perform any work or furnish any goods under this ITB shall not discriminate against any worker, employee or applicant or any member of the public based on age, race, color, sex, religion, national origin, disability or marital status, nor otherwise commit an unfair employment practice.

GREATER NAPLES FIRE RESCUE
BOARD OF FIRE COMMISSIONERS
COLLIER COUNTY, FLORIDA

BY: S/ Scott D. Johnson
Greater Naples Fire Rescue District

This Public Notice was sent electronically on August 20, 2025

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Section 1 Overview

The Greater Naples Fire Rescue District ("District") is inviting bids for cleaning services. The requirements and technical specifications for the cleaning services are provided in **Attachment D** to this solicitation.

By submitting a response, a respondent represents they have carefully read the terms and conditions of this solicitation and all attachments and Addenda and agrees to be bound by them. This Invitation to Bid (ITB) is not an offer to enter into a contract, but merely a solicitation to interested respondents.

1.1 District Background

The Greater Naples Fire Rescue District is an independent special district of the State of Florida, created and existing under Chapters 189 and 191 Florida Statutes to provide emergency fire and rescue services within its service area. The district covers over 1,520 square miles encompassing Collier County School facilities, multiple industrial areas, 54 miles of interstate, over 1100 square miles of federal state, and county protected parks/preserves, and miles of intercostal shoreline and canal infrastructure.

The district owns and operates 15 fire stations in strategic locations across the district. Each station is staffed around the clock with 3 rotating 24-hour shifts of trained fire service professionals.

1.3 Solicitation Documents

A copy of the solicitation documents may be obtained at no charge by visiting the district's website (greaternaplesfire.org) or by contacting Scott Johnson, Logistics at Procurement@gnfire.org, or by telephone at (239) 348-7540. Obtaining the solicitation documents from any other source other than as stated above may result in obtaining incomplete and inaccurate information.

In this Invitation to Bid, the terms "bid" and "response" have the same meaning, the terms "bidder" and "respondent" have the same meaning, and the terms "Invitation to Bid" and "solicitation" have the same meaning.

The following attachments are included in this solicitation:

- A. Bid Form
- B. Reference Form
- C. Public Entity Crimes Statement
- D. Specifications for cleaning services

1.4 Questions and Communications

Respondents to this solicitation or persons acting on their behalf may not contact any District employee or Board member concerning any aspect of this solicitation, except in writing as provided below. Violation of this provision may be grounds for rejecting a response.

All questions concerning this solicitation must be submitted in writing via electronic mail to GNFD_procurement@gnfire.org using **"Bid Question – 25-205 Cleaning Services"** as the subject line. Questions must be submitted on or before the deadline listed below. The district will not answer questions submitted in any other manner or questions submitted after the deadline.

If Respondent desires to propose a change to a term or condition of this solicitation, Respondent

must identify its request by submitting a question by email as instructed in this section. The district will not consider proposed changes to the bid documents after the question submittal deadline and will only make changes if it determines that it is in the best interest of the district.

Deadlines for submitting questions and for submitting a response are provided in the Procurement Schedule Table below.

1.5 Addenda

The district will post answers to questions and any revisions to this solicitation as written addenda on the district's web site at www.greaternaplesfire.org. The district may issue Addenda on its own initiative or in response to questions to clarify, correct, supplement, or change the solicitation documents. Only responses set forth in an Addendum will be binding. Oral and other interpretations or clarifications will be without legal effect. Responses to questions are not part of the solicitation documents unless set forth in an Addendum that expressly modifies or supplements them. Respondents are responsible for reviewing the district's website to ensure they are aware of the latest Addenda, any changes to schedule, or other developments.

1.6 Procurement Schedule

The following is the district's schedule for this solicitation. The district may modify the scheduled dates if it determines that it is in the best interest of the district and if that occurs, the district will provide any changes by posting an Addendum.

Table 1—Procurement Schedule

<u>Event</u>	<u>Date and Time</u>
Advertise Invitation to Bid	August 20, 2025
Pre-bid conference	Not Applicable
Deadline to submit questions	September 10 at 5:00 PM EST.
Deadline to submit Bids and Bid Opening	September 17, 2025, at 2:00 PM, EST.
Board Approval of Bid	October 2025

1.8 Pre-Bid Conference N/A

The district will conduct a NON-mandatory pre-bid conference on Not Applicable at EST at the following location: Greater Naples Fire Rescue Headquarters; 14575 Collier BLVD Naples; FL 34119. All bidders must attend and sign the attendance roster at the pre-bid conference. Bidders are encouraged to attend the pre-bid conference on this solicitation.

Section 2 Bid Requirements

2.1 General

Responsive and Responsible Bidder. The district intends to award the contract to the lowest responsive and responsible bidder. To be responsive, a bidder must submit a bid that conforms in all material respects to the requirements set forth in the Bid Documents. To be a responsible bidder, the bidder must have the capability in all respects to perform its obligations. The lowest,

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responsive and responsible bidder is the bidder who makes the lowest bid to sell goods or services of a quality that conforms to the quality of goods or services set forth in the technical specifications or otherwise required by the District, and who is known to be fit and capable to perform the bid as made.

No Collusion or Contingent Fees. By submitting a bid, the bidder certifies that it has not divulged to, discussed or compared bid with other bidders and has not colluded with any other bidder or parties to this bid whatsoever. Also, bidder certifies that in connection with this bid:

- a. Any price and/or cost data submitted has been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices and or cost data, with any other bidder or with any competitor;
- b. Any price and/or cost data quoted for this bid has not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the scheduled opening directly or indirectly to any other bidder or to any competitor;
- c. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition;
- The only person or persons interested in this bid, principal or principals is/are named therein and no person other than therein mentioned has any interest in this bid or in the contract to be entered; and
- d. No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee excepting bona fide employees or established commercial agencies maintained by the bidder for the purpose of doing business.

2.2 Basis of Bid

Specifications. **Attachment D** contains the requirements and specifications for the land services. By submitting a bid, Bidder accepts all terms of the Bid Documents including the technical specifications.

Descriptive Information. Unless otherwise specifically provided in the specifications, all equipment, materials, and articles provided to the district must be new and of the most suitable grade for the purpose intended. Unless otherwise specifically provided in the specifications, reference to any equipment, material, article, or patented process, by trade name, make, or catalog number, is provided to establish a standard of quality and shall not be construed as limiting competition.

Use of Trade Names. Brand or trade names referenced in specifications are for comparison purposes only. Bidders may submit bids on items manufactured by other than the manufacturer specified. In these instances, bids must be accompanied with all descriptive information necessary for a thorough evaluation of the proposed material or equipment such as detailed drawings and specifications, certified operation and test data, and experience records, as well as an itemized list of any variance from, or exceptions taken to the specifications. Failure of any bidder to furnish this data may be cause for rejection of the specified item(s) to which it pertains.

Royalties and Patents. The successful bidder(s) shall pay all royalties and license fees for goods in conjunction with the goods the bidder is furnishing. Bidder shall defend all suits or claims for infringement of any patent right and shall save the district harmless from any loss including costs and attorney's fees on account thereof.

Authorized Product Representation. The successful bidder(s), by submitting the name and specifications of a manufacturer's product, will be required to furnish the named manufacturer's product. By submitting the stated documents, the district presumes that the bidder(s) is legally

authorized to so submit, and the successful bidder(s) will be legally bound to perform according to the documents.

Taxes. By submitting a Bid, the Bidder agrees that any and all applicable federal, state, and local taxes that may be incurred by the Bidder are included in its bid. Bidder is prohibited from delineating a separate line item in its bid for taxes of any kind. Bidder is responsible for its own tax liability for goods or services provided pursuant to an award. The district is tax exempt.

Section 3 Bid Contents and Submittal Process

3.1 Bid Preparation

Bid Form. Bids must be submitted on the Bid Form contained in the Bid Documents. Bidders must fully comply with the specifications, terms, and conditions contained in the Bid Documents. Bidders must complete every blank on the Bid Form typewritten or in ink and the signer must initial any erasures or alterations. All names must be typed or legibly printed in ink below each signature.

Authority to sign. The signer must have the authority to bind the Bidder. A bid by a corporation must be executed in the corporate name by the president or a vice-president or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must be shown below the signature. A bid by a partnership must be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. The official address of the partnership must be shown below the signature. A bid by a limited liability company must be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm must be shown below the signature. A bid by a joint venture must be executed by each joint venture in the manner indicated on the bid form. The official address of the joint venture must be shown below the signature. A bid by a person who affixes to its signature the word "president", "secretary", "agent", or other designation without disclosing its principal may be held to be the bid of the individual signing.

3.2 Bid Contents, Submittal, and Bid Opening

Bid submittals must contain the following completed and signed documents:

- Bid Form – **Attachment A**
- Evidence of Authority to Sign
- Reference Forms for 2 clients in Florida – Respondent must provide at least 2 Florida client references for which it has provided cleaning services similar in scope to that required in this solicitation – **Attachment B** –
- Public Entity Crimes Statement – **Attachment C**

Bidders shall submit sealed bids to the following address: Greater Naples Fire Rescue Headquarters 14575 Collier BLVD; Naples, FL 34119. The submittal must include: (1) The completed and signed Bid Form, and (2) evidence of authority to sign the bid form on behalf of the business entity, (3) reference forms for 2 clients, and (4) a completed and signed Public Entity Crimes Statement. All bids must be delivered on or before the deadline provided above and must state **"Response to ITB for Cleaning Service"** on the cover of the sealed envelope. It is the bidder's responsibility to confirm its bid has been received.

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Upon submittal of its response, the respondent agrees to be bound by all terms and conditions of this solicitation. Any bid may be withdrawn up until the date and time set above for opening of the bid. Any bid not so withdrawn upon official closing of bids will constitute an irrevocable offer for a period of 90 days to sell to the district the goods or services set forth in Bid Form until the district accepts one or more of the bids.

The district will not accept responses delivered other than as prescribed in this solicitation. If the response is delivered after the established deadline or is not submitted in the designated manner, the district may reject it as nonresponsive. Bidders, not the district are responsible for any expenses incurred in connection with the preparation of a response to this solicitation.

The district will publicly open all timely received bids at 2:00 P.M. EST. at the District's Administrative Headquarters 14575 Collier Blvd. Naples, FL 34119, immediately following the deadline for receipt of bids. As provided in subsection 119.071(1), Florida Statutes, sealed bids, proposals, or responses are exempt from public records disclosure until the district provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

Section 4 Bid Review and Notice of Award

The district will review each response to determine whether it complies with the requirements provided in this solicitation including all information described in the contents section above, is timely submitted, and has the required signatures on each document as applicable. Failure to comply with these requirements may result in the response being deemed non-responsive and will not be evaluated or scored.

The district, in its sole discretion may reject any bid as non-responsible where evidence indicates an inability for the bidder to perform, the bidder is unqualified or of doubtful financial ability, or if bidder fails to meet any other pertinent standard or criteria established by the district.

The district will post the bid tabulation and notice of intended decision for award on the district's website at <https://www.greaternaplesfire.org/resources/procurement/>.

Section 5 Rights of the District and Legal Matters

5.1 Rights of the District

In connection with this procurement process, the district reserves to itself, in its sole discretion, all rights available to it under applicable law, including without limitation, with or without cause and with or without notice, the right to:

- Cancel, withdraw, postpone, or extend this solicitation, in whole or in part, at any time prior to the execution of the contract, without incurring any obligations or liabilities.
- Modify the procurement schedule.
- Waive deficiencies, informalities, and irregularities in a response and accept and review a nonconforming response.
- Suspend and terminate the procurement process or terminate evaluations of responses received.
- Permit corrections to data submitted with any response.

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- Hold meetings and interviews, and conduct discussions and correspondence, with respondents to seek an improved understanding of any information contained in a response.
- Seek or obtain, from any source, data that has the potential to improve the understanding and evaluation of the responses.
- Seek clarification from any Respondent to fully understand information provided in the response and to help evaluate and rank the Respondents.
- Reject a response containing exceptions, additions, qualifications, or conditions not called for in the solicitation or otherwise not acceptable to the district.
- Conduct an independent investigation of any information, including prior experience, included in a response by contacting references, accessing public information, contacting independent parties, or any other means.
- Request additional information from a Respondent during the evaluation of its response.

5.2 Bid Protests

Notice of Protest and Formal Written Protest

The district will post notice of all District decisions concerning a competitive solicitation or award on the district's website. By submitting a response to this solicitation, respondents agree to the process for filing a protest set forth below. No time will be added to the time limits provided below for service by mail.

a. Protest of terms, conditions, or specifications of a solicitation

With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date the notice of protest is filed.

b. Protest of the District's decision or intended decision

Any person who is adversely affected by the district's decision or intended decision shall file with the district a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. The formal written protest must be filed within 10 days after the date the notice of protest is filed.

Contents of Formal Written Protest

The formal written protest must be printed or typewritten, and shall contain:

- 1) The name and address of the person or firm filing the protest and an explanation of how the person or firm is adversely affected;
- 2) A statement of how and when the competitive solicitation, or notice of District decision or intended decision was received;
- 3) A statement of all disputed issues of material fact, and if there are none, a statement so indicating;
- 4) A concise statement of the ultimate facts alleged, as well as the rules or statutes which entitle the protestor to relief;

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- 5) A demand for relief; and
- 6) Any other information material to the protest.

Filing

All notice of protests and formal written protests shall be filed with the Fire Chief at **14575 Collier BLVD Naples, FL 34119**; Monday through Friday, excluding holidays, during normal business hours. Filings may be submitted via hand delivery, U.S. Mail, or other delivery/courier service. Filings will not be accepted via email. A notice of protest or formal written protest is not timely filed unless received by the district within the prescribed time limit. Failure to file a notice of protest, if required, or a formal written protest within the time prescribed in these instructions shall constitute a waiver of all claims.

Protest Bond

The district requires that any person who files an action protesting a decision or intended decision of the district, shall at the time of filing the formal written protest provide a bond payable to the district, in an amount equal to 1 percent of the estimated contract amount. Failure to post the bond at the time of filing the written protest will constitute a waiver of a person's right to challenge the district's action. The district adopts the requirements set forth in subsection 287.042(2)(c), Florida Statutes as it may be amended from time to time.

Stay of Procurement

Upon receipt of a formal written protest that has been timely filed, the bid solicitation or contract award process will be stayed until the subject of the protest is resolved by final action by the Board of Commissioners, unless the Fire Chief, with the concurrence of the Board, sets forth in writing particular facts and circumstances that require the continuation of the contract solicitation process through award without delay in order to avoid an immediate and serious threat or loss to the public health, safety, property, or welfare. The district will provide notice that a solicitation has been stayed either electronic mail or U.S. mail to all respondents.

Resolution of Formal Written Protest

The Fire Chief, or his or her designee, shall consider and investigate all written protests in a timely manner. The district will provide an opportunity for the protestor to meet with the Fire Chief, or his or her designee, to resolve the protest by mutual agreement within seven (7) days, excluding Saturday, Sunday, and holidays, of receipt of a formal written protest. The district may grant extensions of time to conduct this meeting for good cause shown.

If the subject of a protest is not resolved pursuant to this meeting, the Fire Chief shall state in writing that there was no resolution. The Fire Chief will make a recommendation to the Board of Commissioners, and the Board of Commissioners will then make a final decision to either uphold the recommendation, reject the recommendation, and send it back for further action, reject all proposals, or do something other than what the Fire Chief has recommended.

5.3 Other Legal Matters

1. Scrutinized Companies. By submitting a response to this solicitation, Respondent certifies that it is in compliance with Section 287.135, Florida Statutes. Respondent certifies that it is not on this list of Scrutinized Companies that Boycott Israel and is not engaged in a boycott of Israel. For

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contracts for goods or services of \$1 million or more, Respondent certifies that (1) it is not on any of the following lists: Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Terrorism Sectors created pursuant to section 215.473, Florida Statutes, and (2) it is not engaged in business operations in Cuba or Syria. Respondent acknowledges the remedies provided in Subsection 287.135(5), Florida Statutes against anyone found to have submitted a false certification including civil penalties.

- Public Entity Crimes. Respondent understands the requirements of sections 287.132 and 287.133, Florida Statutes certifies that it is not on the convicted vendor list for public entity crimes maintained by the Florida Department of Management Services. Respondent certifies that it is in full compliance with sections 287.132 and 287.133, Florida Statutes and will notify the district if it becomes non-compliant.
 - E-Verify. Section 448.095, Florida Statutes, requires that consultants, contractors, subconsultants, and subcontractors for a public agency must register with and use the E-Verify system to verify the work authorization status of all new employees. By submitting a response to this solicitation Respondent certifies that it does not employ, contract with, or subcontract with any unauthorized aliens, is in compliance with section 448.095, Florida Statutes, and if selected, will comply with the requirements in the contract concerning E-Verify.
2. Responsible Vendor Determination. Respondent is hereby notified that Section 287.05701 Florida Statutes provides that the District may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor and may not give preference to a vendor based on the vendor's social, political, or ideological interests.

Public Records. Once submitted, all responses will become the property of the district and, at the sole discretion of the district, may not be returned to Respondent. Any information, reports, or other materials given to, prepared, or submitted in response to this solicitation will be subject to the provisions of the Public Records Act, Chapter 119, Florida Statutes. Any Respondent claiming that its response contains information that is exempt from Chapter 119, Florida Statutes, must clearly segregate and mark that specific information and provide the specific statutory citation for such exemption. Respondents are solely responsible for defending any claimed exemption from disclosure under Chapter 119, Florida Statutes. Subsection 119.071(1)(b), Florida Statutes, exempts sealed responses from inspection, examination, and duplication until such time as the district issues a notice of intended decision or within 30 days after opening the responses, whichever is earlier. This exemption is not waived by the public opening of the responses. **ANY QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THIS SOLICITATION MAY BE DIRECTED TO THE DISTRICT'S PUBLIC RECORDS CUSTODIAN AT publicrecords@GNFIRE.ORG, OR BY MAIL AT 14575 COLLIER BLVD., NAPLES, FL 34119 OR BY PHONE AT 239-348-7540.**

– Attachments are on the following pages –

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Attachment A
Bid Form
Greater Naples Fire Rescue District
ITB No. 25-205; Cleaning Services
September 17, 2025

Addendum Acknowledgement

I acknowledge obtaining all addenda issued to this solicitation by completing the blocks below. Failure to acknowledge all addenda may be cause for rejection of the bid.

Addendum No. _____ Date Issued: _____

Addendum No. _____ Date Issued: _____

Addendum No. _____ Date Issued: _____

Addendum No. _____ Date Issued: _____

I will provide the item(s) described below in accordance with this solicitation and the bid documents for the following price:

Bid Item	Description	Bid Price is lump sum monthly
1	Cost per location (once per week) billed monthly <ul style="list-style-type: none">• Headquarters_____• Fire Life Safety_____	\$_____

NAME: _____

ENTITY: _____ (e.g., corporation, partnership, individual)

ADDRESS: _____

TELEPHONE _____ EMAIL: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

(print/type name as signed above): _____

DATE: _____

Attachment B

REFERENCE FORM

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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Attachment C

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER
OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

- 1) This sworn statement is submitted to GREATER NAPLES FIRE RESCUE DISTRICT by

(Print individual's name and title)

for _____
(Print name of entity submitting sworn statement)

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn
statement:
_____).

- 2) I understand that a "public entity crime" as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Section 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Section 287.133(1)(a), Florida Statutes, means:
- a) A predecessor or successor of a person convicted of a public entity crime; OR
- b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Section 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers,

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directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Indicate which statement applies.)**

_Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(Attach a copy of the Final Order.)**

I UNDERSTAND THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

(Date)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this day of _____, 2025 by _____ as _____ of _____, a _____ company organized under the laws of the State of _____, on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public

Name (Printed) _____

My commission expires _____.

(Printed typed or stamped Commissioned name of Notary Public)

**HUMAN TRAFFICKING AFFIDAVIT
SECTION 787.06, FLORIDA STATUTES**

Before me, the undersigned authority, personally appeared _____,
_____, whom after being duly sworn, deposes and states:
(Affiant)

1. My name is _____ and I am over eighteen years of age.
The following information is given from my own personal knowledge.

2. I am an officer or representative with _____, a non-
governmental entity. I am authorized to provide this affidavit on behalf of _____.

3. The non-governmental entity, _____,
_____, does not use coercion for labor or services as defined in Section 787.06,
Florida Statutes.

FURTHER AFFIANT SAYETH NOT.

_____, 20____
(Affiant) _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me by means of ☐ physical presence or ☐ online notarization,
this _____, 20____ by _____ on behalf of _____
_____, who is _____
personally known to me or has produced _____ as
identification.

Notary Public
Name (Printed) _____

My commission expires _____.
(Printed typed or stamped Commissioned name of Notary Public)

Attachment D

Scope of Services

Description of Cleaning Services

Greater Naples Fire Department Headquarters & FLS

(Frequency is assumed to be weekly unless stated otherwise.)

If a site visit or walk through is requested, please contact Scott Johnson @ 239.920.3268 to schedule a time. The winning bidder will be provided a thirty day (30) notice for beginning services for the purposes of transition.

Entry/Reception Area:

- Clean entry door(s) glass and frames.
- Vacuum floor mat.
- Sweep/vacuum and mop all tile floors.
- Vacuum carpet in waiting area.
- Clean reception desk glass (both sides) and countertop below.
- Empty trash bins.
- Clean dust from door frames, molding, base boards, AC Vents.

Board Room (HQ) & Training Room (FLS):

- Vacuum carpet.
- Sweep/vacuum and mop all tile floors.
- Clean/dust tables.
- Clean kitchenette area
- Empty trash bin.
- Clean dust from door frames, molding, base boards, AC Vents.

Board Room Bathrooms:

- Sweep and mop all floors.
- Clean/disinfect mirrors, counters, sinks, dispensers, partitions and toilets/urinals.
- Polish stainless steel.
- Restock paper products and hand soap as needed.
- Empty trash bins.

Finance Area:

- Sweep/vacuum and mop all tile floors.
- Vacuum cubicle carpet as requested.
- Empty trash bins.
- Clean dust from door frames, molding, base boards, AC Vents.

Break Room (both locations):

- Vacuum floor mat.
- Sweep/vacuum and mop all tile floors.

- Clean/sanitize sink, counter surfaces and exterior of refrigerator and cabinets.
- Clean microwave (inside and out).
- Clean furniture and fixtures (tables, chairs, etc.)
- Empty trash bin.
- Clean dust from door frames, molding, base boards, AC Vents.

Bathrooms (both locations):

- Sweep and mop all tile floors.
- Clean/disinfect mirrors, counters, sinks, dispensers, toilets/urinals and shower.
- Restock paper products and hand soap as needed.
- Empty trash bins.
- Clean dust from door frames, molding, base boards, AC Vents.

Command Post (HQ):

- Vacuum carpet.
- Clean/dust table and chairs.
- Empty trash bins.
- Clean dust from door frames, molding, base boards, AC Vents.

Hallways and Display Case Area (both locations):

- Sweep/vacuum and mop all tile floors.
- Clean glass on entry doors to display case area.
- Clean dust from door frames, molding, base boards, AC Vents.

NOTE: ALL Services will be provided during non-business hours from Monday through Friday 8:00 AM to 5:00 PM. Except District approved holidays. There are private offices in both locations that will not be serviced under this agreement.