



Marion County Board of County Commissioners

Procurement Services

2631 SE Third St.
Ocala, FL 34471
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Bernard J. Sanga
Blue Ribbon Cleaning Company, Inc.
821 NE 36th Ter., Ste 7
Ocala, FL 34480
Delivered via email to: bernard@blueribbonocala.com

Third Contract Amendment for 21P-145 Janitorial Cleaning Services

On behalf of the Marion County Board of County Commissioners, it is our pleasure to notify you of the award of the Project listed above. The following are required to complete the contract process, and shall be returned within one (1) week: *Documents can be returned via email, fax, or courier (USPS, FedEx, UPS, hand delivery).*

- One (1) set of the Agreement with exhibits if applicable, fully executed before two witnesses - *if a person other than a company Officer signs, a statement must be included noting the signatory's authorization to sign on behalf of the company.*
- No payment(s) shall be rendered until all required documents have been received, in good order and deemed complete by the Marion County Procurement Services Department.

We look forward to continued business with you.

A handwritten signature in black ink, appearing to read "S. Olsen".

Susan Olsen
Procurement Services Director

xc: Facilities Management
/cc
Rev 10.8.2018

THIRD AMENDMENT TO THE AGREEMENT

In accordance with the Janitorial Cleaning Services Agreement entered into on June 15, 2021, and all of its amendments (if any), collectively (the "Agreement") this Third Amendment to the Agreement (this "Amendment") is made and entered into by and between **Outliers Capital SMB LLC, d/b/a Blue Ribbon Cleaning Company, Inc.**, whose address is 821 NE 36th Ter., Ste 7, Ocala, FL 34470; possessing FEIN 92-2060393, (hereinafter referred to as "CONTRACTOR") and Marion County, a political subdivision of the State of Florida, 601 SE 25th Avenue, Ocala, FL, 34471, (hereinafter referred to as "COUNTY").

WITNESSETH

WHEREAS this Amendment shall remain in full force and effect until completion of all services required of CONTRACTOR, and the parties wish to amend the Agreement.

IN CONSIDERATION of the mutual covenants and conditions contained herein, COUNTY and CONTRACTOR (singularly referred to as "Party", collectively "Parties") hereto agree as follows:

1. This Amendment shall be deemed to amend and become part of the Agreement in accordance with the project: Janitorial Cleaning Contract 21P-145, (the "Project"). All provisions of the Agreement not specifically amended herein shall remain in full force and effect.
2. This Amendment renews the Agreement for One (1) Year, effective May 1, 2025 and ending April 30, 2026 (the "Term"). There is one (1) one-year renewal option available.
3. This Amendment replaces Exhibit A – Scope of Work, from the Master Agreement in its entirety with **Exhibit A- Facilities Scope of Work**, attached hereto, and shall supersede the original Exhibit A –Scope of Work.
4. This Amendment replaces the Library Cleaning Hours referenced in the Second Amendment of the Agreement in Exhibit A – Libraries Scope of Work, with **Exhibit A-1 – Library Cleaning Hours**, attached hereto. Exhibit A-1 shall supersede and replace the previous reference to Library Cleaning Hours in the Second Amendment.
5. This Amendment replaces Group 'A' fees, locations, and related information referenced in the First Amendment to the Agreement in Exhibit 2 – Fee Schedule, with **Exhibit 2 – Group A Fee Schedule**, attached hereto.
6. This Amendment replaces Group 'B' fees, locations, and related information referenced in the First Amendment to the Agreement in Exhibit 1 – Fee Schedule, with **Exhibit 1 – Group B Fee Schedule and Add-On Services**, attached hereto.

(Remainder of page intentionally left blank)

IN WITNESS WHEREOF the Parties have entered into this Amendment, as approved by the Marion County Board of County Commissioners, on the date of the last signature below.

ATTEST:

GREGORY C. HARRELL, DATE
MARION COUNTY CLERK OF COURT

4/15/2025

FOR USE AND RELIANCE OF MARION
COUNTY ONLY, APPROVED AS TO
FORM AND LEGAL SUFFICIENCY

MATTHEW O. MINTER, DATE
MARION COUNTY ATTORNEY

3/31/25

MARION COUNTY, A POLITICAL SUB-
DIVISION OF THE STATE OF FLORIDA

KATHY BRYANT
CHAIRMAN

4/15/2025

DATE

BCC APPROVED: April 15, 2025
21P-145-CA-03 Janitorial Cleaning Services

WITNESS:

SIGNATURE

PRINTED NAME

WITNESS:

SIGNATURE

PRINTED NAME

BLUE RIBBON CLEANING
COMPANY, INC

BY: /

PRINTED:

ITS: (TITLE)

4-15-2025

DATE

Exhibit A - Facilities Scope of Work

1.0 QUALIFICATIONS

- 1.1 The vendor must have at least five (5) years of experience in the commercial cleaning business under the same company name and have cleaned a minimum of 700,000 square feet daily during that period.
- 1.2 The vendor's project manager must have a minimum of five (5) years of continuous experience on a full-time basis in supervising commercial cleaning.
- 1.3 The vendor shall employ, at all times, the quality of supervision necessary for the effective and efficient management of cleaning operations. All supervisors/team leads shall have an intimate knowledge of this contract and its various cleaning tasks, equipment, and materials to properly train and direct the cleaners in their tasks and maintain control and effective inspections.
- 1.4 Green cleaning products are required for use under this Contract. Green cleaning products are defined following U.S. Green Building Counsel Standards. All cleaning products used shall have low odor/VOC unless approved otherwise by Facilities Management.
- 1.5 A list of **all** cleaning products along with accompanying Material Safety Data Sheets (MSDS) for all work areas must be submitted to Facilities Management. These products must be verified that they will not cause an adverse reaction to the health of county personnel.
- 1.6 Vendor must maintain at all times an adequate number of equipment and supplies at each county location.
- 1.7 The vendor shall provide a "staffing roster schedule" indicating the number of persons assigned to a specific building location, floors, or spaces and the minimum required labor hours required to accomplish daily tasks, as outlined within the scope of services.
 - Building Name & Address
 - Number of vendor's employees assigned to the building
 - Number of building floors
 - Number of vendors' employees assigned to each floor
 - Vendor employee name and photo ID
- 1.8 The vendor must provide and keep current throughout the contract, an employee roster, **NO EXCEPTIONS**. Changes to the roster must be pre-approved by Facilities Management. Roster changes must be updated and distributed to Facilities Management for approval within 24 hours of any proposed staffing roster schedule changes.
- 1.9 All employees shall be provided, and required to wear during the performance of the scheduled work, an identification badge and uniform with the vendor's name affixed on the shirt, which shall be provided by the vendor.

1.10 All cleaners will be required to pass a level II background check, which will be administered by Courthouse staff, before working at the Judicial Center or downtown complex.

1.11 **RECYCLING-** The County takes pride in recycling over four (4) tons of office paper on an annual basis. The custodial crew plays a large part in this effort by collecting recycling and dumping it into the separate dumpsters provided at various locations. **The vendor shall comply with the requirements of the Marion County Recycling Program.** A list of available recycling dumpsters will be provided by Facilities Management.

2.0 SPECIFICATIONS

2.1 The vendor shall provide a level of cleaning standard that will provide unsolicited compliments from employees and others and will make complaints a rarity. This level of cleaning shall be required for all areas.

2.2 Subcontractors may not be used for this contract. All workers must be a direct employee of the company.

2.3 Facilities Management reserves the right to request quarterly meetings with the vendor. Meetings may be requested more often if deemed necessary by Facilities Management.

2.4 Cleaning services of all buildings shall take place from 5:00 pm until 3:00 am. Exceptions would include the following locations and times in which services should be offered:

- Human Resources Building - service should commence at 4:00 pm.
- Information Technology Building(s) – service should commence at 3:30 pm and be completed by 5:00 pm.
- Supervisors of Elections – service should commence at 10:30 am and be completed by 1:30pm.
- Utilities – service should commence at 6:30 pm.

The work shall be carried on in such a manner that there will be no interruption of, or interference with, the proper execution of County business. ***Service times are subject to change.***

2.5 Day porters are required at the Judicial Center and the Health Department Monday through Friday. Two-day porters at the Judicial Center buildings, one scheduled at 7:30 am and one at 8 am. One day porter at the Health Department from 8 am to 5 pm.

2.6 Facilities Management shall provide the vendor with keys to all buildings. Security is paramount within the County. In case of a lost key, your employee must report it immediately to their supervisor or your office via a phone call. Texts or emails are not valid for reporting lost keys. The vendor will be responsible for fees up to but not limited to the replacement of the lock, rekeying cylinders, or changing the lock system.

Any repeated incidents may trigger an internal investigation. The vendor is accountable for key security and must return keys when no longer needed.

- 2.7 County employee items broken during cleaning services shall be reported immediately. The vendor will be responsible for damages incurred during services.
- 2.8 The vendor employees shall refrain from the usage of any electronic devices belonging to the County and its employees, this includes but is not limited to cellphone chargers, computer chargers, and televisions.
- 2.9 The vendor shall ensure lights are turned out, doors are re-locked, and alarms are set after cleaning services have been completed each day. The vendor shall be responsible for paying any citations issued for all false alarms caused by the neglect of the vendor's employees. Electrical power will be furnished by the County, at existing power outlets, for the vendor's use to operate such equipment as is necessary in the performance of the work. The vendor is authorized to use the water utility services at each building location.
- 2.10 Although this scope of work identifies specific facilities to be serviced, it is hereby agreed and understood that Facilities Management may need to add or delete service for any facility when such is required. An added facility/service price shall be negotiated between the vendor and Facilities Management based upon the similarity of the new facility/service to prices of similar facilities/services within the fee schedule. If the price is accepted, an amendment to the contract will be issued to the Vendor.
- 2.11 During the term of this agreement, should the occasion arise for the vendor to perform services not defined as a reoccurring annual and/or monthly service in the agreement, the vendor shall prepare an "out of scope/ Quote" itemizing the services along with the appropriate cost for the services. The proposal shall be submitted to Facilities Management for review and approval before any services are performed. Should the quote be rejected the vendor shall revise and re-submit it with all appropriate changes for review and approval. A separate purchase order may be issued for "out of scope/ Quote" services.
- "Out of scope / **Quote work**" is defined as any type of janitorial service that may be required in a county-owned or leased building that is not considered an annual and/or reoccurring monthly requirement. (i.e., one-time deep cleaning services or restoration work)
- 2.12 If unsatisfactory or omitted service has been brought to the attention of the vendor and has not been rectified within 24 hours, that area will be deducted from the month's invoice. Deduction notices for non-performance will be provided to the vendor as they occur in writing, and deducted from the current month's invoice. Payment shall be rendered only for service satisfactorily provided. A deduction of \$25.00, **per room or area per day**, will be assessed by Facilities Management for non-performance or deficiencies in work performed if a square foot price for the area is not determinable. If a deficiency occurs again within the same week in the same location, the deduction will be taken whether the deficiency has been rectified or not. In the event the vendor, for any reason whatsoever, consistently fails to perform work to the quality required in this contract, Facilities Management reserves the right to:
- Make a deduction per the rate noted above.
 - Cancel the contract on as short notice in writing as may be consistent with securing a replacement vendor to take over the work specified in the canceled contract.
- 2.13 Payments will be made monthly upon presentation of an invoice for certification and payment. Payment requests should be sent to Procurementinvoices@marionfl.org.

- 2.14 Facilities Management will supply toilet tissue, paper towels, hand soap, urinal screens, trashcan liners, hand sanitizer (within the Judicial Center at certain locations), and personal waxed bags.
- Employee Health Clinic will provide its trash bags, (which are heavier), to protect against any contamination with drug screen tests.
- 2.15 Paper towels, toilet paper, and soap dispensers shall be stocked when there's less than 30% of the supply available, (except for the Health Dept.). Paper towels and toilet paper remains shall be left in the restrooms for usage.
- 2.16 Broken dispensers shall be reported to Facilities Management for replacement.
- 2.17 Vendor must understand when the court is in session at the Judicial Center or running late, noise shall not be made in any room or hallway near the courtroom. Noise may cause a mistrial.

3.0 VENDOR RESPONSIBILITIES

- 3.1 The vendor shall furnish all labor, supervision, transportation, equipment, cleaning products, cleaning materials, and any/all other supplies to provide custodial services for the contracted facilities. Supplies and equipment include but are not limited to, such items as dust mops, buckets and wringers, vacuum cleaners, and janitorial carts. A separate, color-coded set of supplies is to be used in bathrooms to prevent cross-contamination.
- 3.2 All equipment will be properly maintained to provide safe operation and minimize breakdowns and malfunctions. Facilities Management reserves the right to require the replacement of equipment that is unsafe or malfunctioning.
- 3.3 No work shall be performed on weekends or holidays, unless prior approval or request by Facilities Management has been obtained, or the services are called for in the contract such as pre-approved scheduled carpet and floor cleaning.

3.4 FLOOR CLEANING

- 3.4.1 All waxes and floor finishes must be U.L.-rated non-slip.
- 3.4.2 In inclement weather, day porters shall mop sufficiently the floors to be kept dry.
- 3.4.3 Rubber flooring shall be cleaned according to the manufacturer's maintenance recommendations. (see enclosed "Amorim Specifications")
- 3.4.4 The carpet cleaning schedule shall be coordinated with Facilities Management to confirm the dates with the respective departments and schedule security in some of the areas at the Courthouse. This should be planned and confirmed a month in advance.
- 3.4.5 The Courthouse Italian tile floor shall be buffed annually with a liquid spray buff. Aerosol spray budding compounds shall not be used. The Courthouse Jury Assembly room – approx... 400 chairs to be moved for quarter carpet cleaning.
- 3.4.6 All carpet cleaning products must be per Shaw Manufacturing requirements. (Shaw products www.carpet-rug.org)

3.5 DAILY RESPONSIBILITIES

- All tile/laminate/VCT flooring shall be swept and dust-mopped
- Walk-off mats shall be vacuumed. Walk-off mats should be lifted, (if applicable), swept and mopped underneath, and properly placed back in position.
- Carpets shall be vacuumed using HEPA-filtered vacuums only. Vacuum bags will be emptied and replaced outside only.
- Carpet stains will be spot cleaned (as needed) as noticed by vendor staff. Stained areas will be cleaned using a water extraction method.
- Wall Cleaning: Dust and spot clean walls, doors, windows, frames, sills, ledges, moldings, grilles, and switches.
- Desk and personal space should not be cleaned except for the Administration Auditorium platform area. The vendor shall pay extra attention to this area, including dusting desks, cleaning chairs, and eliminating any/all cobwebs.
- The vendor shall not move or unplug microphones, laptops, or other electronic equipment unless otherwise specified.

3.5.1 WASHROOMS / RESTROOMS

- Areas shall be swept, damp mopped, washed, and sanitized with a germicidal disinfectant after cleaning.
- After mopping and scrubbing, grout joints and baseboards shall be cleaned to remove dirt, spots, and streaks
- Clean, sanitize, and polish all fixtures including toilet bowls, urinals, hand basins, and showers
- All toilets, toilet seats, urinals, urinal screens, and lavatories shall be cleaned using a germicidal cleaner.
- Empty all containers and disposal, insert liners as required
- Replenish all dispenser items such as toilet, soap, and paper towels
- Walls, shower stalls, door frames, and stall partitions shall be spot-cleaned, with a germicidal cleaner
 - Shower stall locations
 - Wellness Center
 - Vets Helping Vets public restrooms
 - BCC Auditorium, restrooms in the back
 - JC3 ground floor
 - Facilities Management
- Low dust on all horizontal surfaces below 70"
- Plumbing fixtures shall be checked for operation. Problems should be immediately reported to Facilities Management for corrective action
- Waterless urinals will be cleaned by wiping down with a light cleaning agent and rag/paper towel. *Cartridges will be replaced by Facilities Management*

3.5.2 GENERAL AREAS, OFFICES, CONFERENCE ROOMS, CORRIDORS, COURTROOMS AND JURY ROOMS

- Empty wastebaskets and replace liners except recycling bins which do not require a liner
- Spot clean walls, doors, and partitions
- Dust mop resilient and hard floors
- Vacuum carpet floors
- Spot clean carpets and floors of spills and stains
- Low dust on all horizontal surfaces below 70"
- Conference tables shall be cleaned and polished
- Plastic, vinyl-covered, and wooden chairs shall be spot-cleaned
- Hearing Rooms and Law Library shelves must be dusted

3.5.3 WAITING AREA, VENDING AREAS, BREAKROOMS

- Empty, wash and sanitize all containers and disposals
- Damp clean and sanitize table tops, seats, and chair backs. All table tops and chairs including pedestals and legs
- Clean, sanitize, and polish drinking fountains
- Spot clean doors, frames, switch plates, handles, and walls
- Dust and damp mop all resilient or hard floors
- Vacuum carpeted floors
- Spot clean spills and stains from floors and carpets
- Empty and clean outside ashtrays
- Areas shall be swept, damp mopped, washed, and sanitized with a germicidal disinfectant after cleaning
- After mopping and scrubbing, grout joints and baseboards shall be cleaned to remove dirt, spots, and streaks

3.5.4 ENTRANCES, LOBBIES, PUBLIC CORRIDORS, EXTERIORS AND COVERED WALKWAYS

- Empty wastebaskets and wipe as needed
- Clean all entrance door glass and storefront
- Dust and damp mop all resilient or hard floors
- Vacuum carpeted floors
- Spot clean carpets and floors of spills and stains
- Low dust on all horizontal surfaces below 70"
- Spot clean walls and partitions
- Clean, sanitize, and polish drinking fountains
- Exterior building entrances and covered walkways shall be swept
- **GLASS/MIRROR CLEANING:** Both sides of the building entranceway glass shall be cleaned

3.5.5 ELEVATORS

- Vacuum carpet
- Dust and damp mop resilient and hard floors
- Spot clean doors and panels. Walls shall be cleaned
- Spot clean spills and stains from floors and carpet
- Door tracks shall be cleaned and vacuumed

3.5.6 STAIRWELLS

- Wipe down handrails and grab bars. Stairs, landings, and stringers shall be cleaned
- Spot clean spills and stains from floors and walls

3.5.7 TRASH REMOVAL

- All trash and waste containers shall be emptied
- Trash shall be collected in trash bags and disposed of using appropriately specified dumpsters outside of the building

3.5.8 RECYCLING, AND MISC. DUTIES

- All recyclables that are source-separated are to be placed in appropriate recycling containers
- Report fires, hazards, items in need of repair, etc. via the after-hour phone and emergency contacts provided
- Turn off lights
- Turn in found articles
- Push/pull plates, doorknobs, kick plates, and other hardware shall be wiped with a disinfectant
- Empty and damp clean outside ashtrays

3.5.9 SECURITY

- Lock the building after cleaning and set alarms (where applicable)
- Health Department exterior doors shall not be propped open at any time

3.6 WEEKLY RESPONSIBILITIES

3.6.1 WASHROOMS / RESTROOMS

- Clean and polish mirrors
- High dust on all horizontal surfaces above 70"
- Walls, shower stalls, door frames, and stall partitions shall be completely cleaned and disinfected with a germicidal cleaner to remove dirt, mildew, and streaks. Plastic items shall be cleaned with a non-abrasive cleaner
- Flush drains with clean water and deodorize
- Clean and polish stainless steel fixtures and attachments

3.6.2 GENERAL AREAS, OFFICES, CONFERENCE ROOMS, CORRIDORS, COURTROOMS AND JURY ROOMS

- Dust and clean all furniture including chairs, cabinets, bookcases, and shelves
- Fabric-covered furniture shall be dusted, vacuumed, and /or damp cleaned as appropriate
- Clean all glass (except for Plexiglass at the Judicial Center which is maintained daily by the day porter)
- High dust on all horizontal surfaces above 70"
- **GLASS/MIRROR CLEANING:** All interior glass exclusive of entrances and lobbies shall be cleaned. All Mirrors shall be fully cleaned
- Plastic, vinyl-covered, and wooden chairs shall be damp cleaned.
- Clerk Records Storage area (located in front of the roll-up fire door), must be damp mopped

3.6.3 WAITING AREA, VENDING AREAS, BREAKROOMS

- Clean interior glass
- Dust furniture, sills, and ledges
- Low and high dust on all horizontal surfaces

3.6.4 ENTRANCES, LOBBIES, PUBLIC CORRIDORS, EXTERIORS AND COVERED WALKWAYS

- Dust all furniture in common areas
- High dust on all horizontal surfaces above 70"
- Dust window treatment
- All cobwebs (floor to ceiling within reach) shall be removed
- Ceiling Cleaning – remove dust and cobwebs from ceilings, light fixtures, and HVAC diffusers

3.6.5 ELEVATORS

- Clean and polish the entire surface of the car inside and out

3.6.6 STAIRWELLS

- High, low, and vertical dust
- Stairs, landings, handrails, and stringers shall be swept and mopped
- Light fixtures and grilles shall be dusted and cleaned

3.6.7 RECYCLING, MISC. DUTIES

- Fire extinguishers and **artificial plants** shall be dusted
- Light fixtures shall be cleaned

3.7 MONTHLY RESPONSIBILITIES

3.7.1 WASHROOMS / RESTROOMS

- Spot clean and sanitize containers

3.7.2 GENERAL AREAS, OFFICES, CONFERENCE ROOMS, CORRIDORS, COURTROOMS AND JURY ROOMS

- Window treatments shall be dusted and fully cleaned
- Baseboards shall be cleaned with the appropriate cleaning solution

3.7.3 TRASH REMOVAL

- Containers shall be wiped clean and cleaned as needed to remove stains and odors

3.8 QUARTERLY RESPONSIBILITIES

3.8.1 FLOORS

- All carpeted areas will be cleaned using the water extraction method only. The extractor shall be capable of extracting a minimum of 90% water from the carpet.
- Full carpet cleaning shall be performed quarterly at all locations, to be performed after hours on Friday, Saturday, and Sunday (unless otherwise approved by the Facilities Management). Facilities Management reserves the right to decline locations if deemed unnecessary. In addition, Facilities Management also reserves the right to request carpets to be cleaned as needed in case of emergencies.
- Commercial floor fans must be provided to ensure adequate drying.
- Clerk Records Storage area (Storage file area 1st and 2nd floor located behind the roll-up fire door), must be dust mopped

3.8.2 MISC. DUTIES

- Exterior window cleaning: Any window above the height of 14ft. is an add-on (see add-on fee schedule)
- **GLASS/MIRROR CLEANING:** Both sides of all glass and frames that function as exterior walls (not entranceways) shall be cleaned

3.9 ANNUAL RESPONSIBILITIES

3.9.1 FLOORS

- Machine scrub ceramic (Bathrooms, Kitchens, and Breakrooms)

3.9.2 MISC. DUTIES

- Exterior window cleaning: All windows less than 12ft. – 14ft. to the top of the window should be cleaned thoroughly

4.0 DAY PORTER RESPONSIBILITIES

- 4.1** Health Department standard cleaning is that of a health service provider. The ordering of janitorial supplies shall be reported to the designated staff at the Health Department. Health Department and Judicial Center, including Clerk's Annex, day porter responsibilities include but are not limited to:

4.1.1 WASHROOMS / RESTROOMS

- Check for cleanliness
- Disinfect and clean surfaces
- Remove trash
- Refill, if needed, all dispensers
- Flush bathroom floor drains weekly with clean water

4.1.2 FLOORS

- Spot and dust mop
- Maintain floors and entryway walk-off mats free of debris

4.1.3 ELEVATORS

- Elevator to be wiped down inside and out, all trash removed and floor thoroughly cleaned
- Door tracks shall be checked and cleaned of debris

4.1.4 GENERAL AREAS / OFFICES/ ETC.

- Drinking fountains shall be cleaned and polished
- Maintain plexiglass dividers in a clean condition
 - **Judicial Center Building 1**
 - Ground, Central file room - eight panels
 - 1st floor, Family Civil – seven panels
 - 1st floor, Traffic – six panels
 - 1st floor, Domestic violence - two panels
 - 1st floor, Domestic support – three panels
 - 1st floor, Information desk – five panels
 - 2nd floor, Probate – three panels
 - 2nd floor, Foreclosures – three panels
 - 2nd floor, Civil – five panels
 - 3rd floor, Collections – three panels
 - 3rd floor, Juvenile Delinquency – four panels
 - Judicial Center, Building 3, 1st floor, Jury/Appeals/ Evidence – 1 panel
- Fill and clean hand sanitizer dispensers at the various locations:
 - Main entrances

- Front of courtrooms
- Jury Assembly
- Judges Lobby
- Front of elevators
- JC1 breakroom
- JC2 2nd floor breakroom
- Clerk's Annex main entrance

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Amorim Specifications



b) Interlocking Tiles

- (1) Snap a chalk line on the sub-floor 24" from one wall in your room. Snap another chalk line on the sub-floor 24" from an adjacent wall. You should then have a set of perpendicular lines making an approximate 90-degree angle.
- (2) Begin laying the interlocking tiles along one of the chalk lines, snapping the locks together as you go. Typically, Interlocking tiles are not Glued Down.
- (3) Leave the perimeter of the room open until the field is installed.
- (4) Continue locking the tiles together in successive rows until the field area is covered.
- (5) Go back and cut in the tiles along the walls in the room. Leaving a gap at the wall roughly the thickness of the material being installed is recommended.
- (6) This method should maximize the usage of the tiles and the strength of the interlock mechanism while minimizing the number of cuts that need to be made.

IV. Cleaning and Maintenance Instructions

Note: Sealing the floor is not a necessary step and in fact, it is discouraged in very abusive applications (e.g., Health club free weight areas or ice hockey rink perimeter flooring). However, high color percentage floors (>40% EPDM Color) or areas that experience foot traffic will greatly benefit by being sealed.

A. Maintenance for Un-sealed Floors.

1. Amorim Rubber Flooring can be cleaned much like carpeting.
2. Daily vacuuming is encouraged to keep dust to a minimum.
3. If the flooring cannot be fully cleaned with a vacuum, a damp mopping with a mild soap and water solution will usually be sufficient.

Note: Cleaners containing natural or synthetic Oils should not be used on Amorim Rubber Flooring products.

Examples of these types of cleaners would be:

Murphy's® Oil Soap

Pine Sol®

Goo Gone®

And similar products

It is important not to get the flooring too wet as this may have an adverse affect on the adhesive system employed.

- a) Change the soap and water solution often!
4. Use a wet vacuum to remove excess water from the flooring.
5. Be sure to use a clean mop. This will keep your floor smelling fresh and clean.

Exhibit A-1 - Library Cleaning Hours

Bellevue Public Library

13145 SE Hwy 484 Bellevue, FL 34420

16,000 sq ft cleaned five (5) times per week

HOURS: Mon - Thurs 10 AM- 7 PM; Friday - Saturday 10 AM- 6 PM; Sun Closed

Dunnellon Public Library

20351 Robinson Road Dunnellon, FL 34431

16,000 sq ft cleaned five (5) times per week

HOURS: Mon - Thurs 10 AM- 7 PM; Friday - Saturday 10 AM- 6 PM; Sun Closed

Forest Public Library 905 S Hwy 314A

10,000 sq ft cleaned five (5) times per week

HOURS: Mon - Friday 10 AM- 6 PM; Saturday 10 AM- 4 PM; Sun Closed

Ft. McCoy Public Library

14660 NE Hwy 315 Ft. McCoy, FL 32134

3,000 sq ft cleaned two (2) times per week

HOURS: Mon – Wed 10 AM -6 PM; Thurs Closed; Fri Closed; Sat 10 AM-4PM

Freedom Public Library

5870 SE 95 St Ocala, FL 34476 (comer of 95 ST & 60 AVE)

8,100 sq ft cleaned six (6) times per week

HOURS: Mon - Thurs 10 AM- 7 PM; Friday - Saturday 10 AM- 6 PM; Sun Closed

Ocala Public Library- Headquarters

2720 E Silver Springs Blvd Ocala, FL 34470

57,750 sq ft cleaned 6 days a week

HOURS: Mon - Thurs 10 AM- 7 PM; Friday - Saturday 10 AM- 6 PM; Sun Closed

Exhibit 1 - Group A Fee Schedule

ITEM	Building Name	Address	Approx. Sq. Ft.	Floors	Days per Week	Current Cost per Service	1.5% Increase per Service Cost	New Cost per Service
1	4H Classroom	5145 SE 58th St, Ocala, FL 34470	3,240	1	Once a week (Fridays)	\$ 47.40	\$ 0.71	\$ 48.11
2	Administration	601 SE 25th Ave, Ocala, FL 34471	17,389	1	Mon., Tues., Wed., Thurs., Fri.	\$ 96.88	\$ 1.45	\$ 98.33
3	Agriculture Center Extension Building	2232 NE Jacksonville Rd	12,500	1	Tuesdays & Fridays	\$ 109.38	\$ 1.64	\$ 111.02
4	Animal Center	5701 SE 66th Street, Ocala, FL 34480	3,800	1	Mon., Tues., Wed., Thurs., Fri.	\$ 50.94	\$ 0.76	\$ 51.70
5	Animal Control Portable Building	5601 SE 66th St, Ocala, FL 34480	1,655	1	Tuesdays & Fridays	\$ 21.88	\$ 0.33	\$ 22.21
6	Chapel (Legislative)	315 SE 25th Ave, Ocala, FL 34471	2,341	1	Tuesdays & Fridays	\$ 21.88	\$ 0.33	\$ 22.21
7	*Congress Annex	2630 SE 3rd St, Ocala, FL 34471	3,312	1	Tuesdays & Fridays		\$ -	\$ -
8	Congressman's Office	115 SE 25th Ave, Ocala, FL 34471	1,554	1	Mon., Wed., Fridays	\$ 21.88	\$ 0.33	\$ 22.21
9	Facilities Management	2602 SE 8th St, Ocala, FL 34471	3,175	1	Tuesdays & Fridays	\$ 49.22	\$ 0.74	\$ 49.96
10	Fire Operations (Maricamp)	3230 SE Maricamp Rd, Ocala, FL 34471	34,074	1	Mon., Wed., Fridays	\$ 212.50	\$ 3.19	\$ 215.69
11	Fire Operations Classrooms #1	3230 SE Maricamp Rd, Ocala, FL 34471	432	1	Mon., Wed., Fridays	\$ 6.57	\$ 0.10	\$ 6.67
12	Fire Operations Classrooms #2	3230 SE Maricamp Rd, Ocala, FL 34471	432	1	Mon., Wed., Fridays	\$ 6.57	\$ 0.10	\$ 6.67
13	Fire Operations Classrooms #3	3230 SE Maricamp Rd, Ocala, FL 34471	720	1	Mon., Wed., Fridays	\$ 10.94	\$ 0.16	\$ 11.10
14	Fire Rescue Logistics Bldg 2	981 NE 16th St, Ocala, FL 34470	1,181	1	Mon., Wed., Fridays	\$ 21.88	\$ 0.33	\$ 22.21
15	Fire Rescue Logistics Bldg 3	981 NE 16th St, Ocala, FL 34470	575	1	Mon., Wed., Fridays	\$ 10.94	\$ 0.16	\$ 11.10
16	Fleet Management	3240 SE Maricamp Rd, Ocala, FL 34471	3,840	1	Tuesdays & Fridays	\$ 42.79	\$ 0.64	\$ 43.43
17	Green Clover Hall	319 SE 26th Terr, Ocala, FL 34471	2,356	1	Tuesdays & Fridays	\$ 21.88	\$ 0.33	\$ 22.21
18	Growth Management Building	2710 SE Silver Springs Blvd, Ocala, FL 34470	55,000	1	Mon., Tues., Wed., Thurs., Fri.	\$ 355.63	\$ 5.33	\$ 360.96
19	Health Dept (plus day porter)	1801 SE 32nd Ave, Ocala, FL 34471	62,690	1	Mon., Tues., Wed., Thurs., Fri.	\$ 732.50	\$ 10.99	\$ 743.49
20	HR/Clinic	521 SE 26th Ct, Ocala, FL 34471	10,324	1	Tuesdays & Fridays	\$ 105.47	\$ 1.58	\$ 107.05
21	Information Technology	2511 SE 3rd Ave, Ocala, FL 34471	4,301	1	Tuesdays & Fridays	\$ 71.09	\$ 1.07	\$ 72.16
22	Marion County Utilities	11800 S. HWY 441, Belleview, FL 344420	10,000	2	Tuesdays & Fridays	\$ 95.85	\$ 1.44	\$ 97.29
23	Office of the County Engineer: Bldg I	402 SE 25th Ave, Ocala, FL 34471	9,170	1	Tuesdays & Fridays	\$ 92.97	\$ 1.39	\$ 94.36
24	Office of the County Engineer: Bldg II	402 SE 25th Ave, Ocala, FL 34471	8,540	1	Tuesdays & Fridays	\$ 105.47	\$ 1.58	\$ 107.05
25	Office of the County Engineer: Bldg III	402 SE 25th Ave, Ocala, FL 34471	7,920	1	Tuesdays & Fridays	\$ 83.59	\$ 1.25	\$ 84.84
26	Parks Department	111 SE 25th Ave, Ocala, FL 34471	2,886	1	Tuesdays & Fridays	\$ 49.22	\$ 0.74	\$ 49.96
27	Procurement & Fire Headquarters	2631 SE 3rd St, Ocala, FL 34471	20,150	1	Mon., Wed., Fridays	\$ 146.88	\$ 2.20	\$ 149.08
28	Property Appraiser	503 SE 25th Ave, Ocala, FL 34471	24,300	1	Mon., Tues., Wed., Thurs., Fri.	\$ 206.25	\$ 3.09	\$ 209.34
29	Solid Waste: Administration	5601 SE 66th St, Ocala, FL 34480	3,000	1	Tuesdays & Fridays	\$ 21.88	\$ 0.33	\$ 22.21
30	Solid Waste: Scale House	5601 SE 66th St, Ocala, FL 34480	761	1	Tuesdays & Fridays	\$ 21.88	\$ 0.33	\$ 22.21
31	Supervisor of Elections	981 NE 16th St, Ocala, FL 34470	5,500	1	Mon., Wed., Fridays	\$ 77.08	\$ 1.16	\$ 78.24
32	Veterans Exhibit Center	2528 E Silver Springs Blvd, Ocala, FL 34470	2,620	1	Tuesdays & Fridays	\$ 43.75	\$ 0.66	\$ 44.41
33	Veterans Park	2601 E Fort King St., Ocala, FL 34470	1,000	1	Once a week (Fridays)	\$ 21.88	\$ 0.33	\$ 22.21
34	Veterans Resource Center	2730 E Silver Springs Blvd, Ocala, FL 34470	17,000	1	Tuesdays & Fridays	\$ 154.69	\$ 2.32	\$ 157.01
35	Wellness Center	2730 E Silver Springs Blvd, Ocala, unit #300	3,100	1	Mon., Wed. & Fridays	\$ 32.81	\$ 0.49	\$ 33.30

Total sq. ft. 340,838

***Janitorial services will not be required in the Congress Annex building until further notice. The cost per service for this location would be \$44.41 if reinstated.**

Exhibit 2 - Group B Fee Schedule

ITEM	Building Name	Address	Approx. Sq. Ft.	Floors	Days per Week	Current Cost per service	1.5% increase Per Service Cost	New Cost per Service
1	Judicial Center I	110 NW 1st Ave, Ocala, FL 34475	63,784	5	Mon., Tues., Wed., Thurs., Fri.	\$ 377.68	\$ 5.67	\$ 383.35
2	Judicial Center II	110 NW 1st Ave, Ocala, FL 34475	117,868	5	Mon., Tues., Wed., Thurs., Fri.	\$ 663.56	\$ 9.95	\$ 673.51
3	Judicial Center III	110 NW 1st Ave, Ocala, FL 34475	101,348	5	Mon., Tues., Wed., Thurs., Fri.	\$ 656.46	\$ 9.85	\$ 666.31
4	Visitors & Convention Bureau	112 North Magnolia Ave, Ocala, FL 34475	4,140	1	Tuesdays & Fridays	\$ 47.85	\$ 0.72	\$ 48.57
5	Guardian ad Litem	34 NW 1st Ave, Ocala, FL 34475	4,263	1	Tuesdays & Fridays	\$ 47.82	\$ 0.72	\$ 48.54
6	Public Defender	204 NW 3rd Ave, Ocala, FL 34475	14,564	2	Mon., Wed., Fridays	\$ 213.27	\$ 3.20	\$ 216.47
7	Clerk's Annex	19 NW Pine Ave, Ocala, FL 34471	33,264	4	Mon., Wed., Fridays	\$ 240.95	\$ 3.61	\$ 244.56
8	Clerk Storage	412 NW 9th St, Ocala, FL 34475	1,800	1	Tuesdays & Fridays	\$ 34.38	\$ 0.52	\$ 34.90
9	Clerk Storage two story file room	413 NW 9th St, Ocala, FL 34475		2	Quarterly as of May of 2022	\$ 112.00		\$ 112.00
Total sq. ft.			341,031					

Add-On Services

Description of Add-on Services	Unit	Cost per Unit
Steam Cleaning of Carpets	Cost per sq. ft.	\$0.25 per sq. ft.
Machine Scrubbing of Ceramic Tile 📍 Locations not included in the contract	Cost per sq. ft.	\$0.35 per sq. ft. (100 sq. ft. minimum) + \$ 50.00 flat fee rate for under 100 sq. ft.
Steam Cleaning of Ceramic Tile	Cost per sq. ft.	\$0.50 per sq. ft. (100 sq. ft. minimum) + \$ 50.00 flat fee rate for under 100 sq. ft.
Strip and Wax VCT Floors (full)	Cost per sq. ft.	\$0.85 per sq. ft. (100 sq. ft. minimum) + \$ 50.00 flat fee rate for under 100 sq. ft.
Carpet & Tile Floor Cleaning Services for: 📍 Emergencies for hours beyond the contracted schedule for all groups within the contract 📍 Locations not included in the contract	Cost per sq. ft.	Standard carpet or tile cost per sq. ft. + \$ 50.00 flat fee rate for under 100 sq. ft.
Exterior Window Cleaning (14ft. or higher)	Window Panel	\$3.50 per window panel (sizes vary)
Fabric Chair Deep Cleaning	Cost per chair	\$10.00 - 20 chair minimum (under 20 – cost \$20.00 per chair)
Sanitation Emergency Response (Hours beyond contracted schedule) Emergency response might be needed to thoroughly clean, sanitize, and disinfect an area in a building or high touch areas, while utilizing environmentally safe methods and products.	Cost per sq. ft.	\$1.25 (100 sq. ft. minimum)
Cost per PPE required for isolated and abnormal biohazard events. Facilities Management's approval is required. (NOTE: Marion County expects that the Janitorial Contractor will address light biohazard cleanup as their regular duty. The team should be qualified to work around common biohazards associated with cleaning and sanitizing public restrooms.)	Cost per PPE Suite	\$30.00
Day Porter 8 a.m. to 5 p.m., disinfecting duties for various locations. Traveling required.	Hourly Rate	\$28.00 per hour (4-hour minimum)