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Solicitation Addendum

Addendum No.: 3
Solicitation No.: 24-R083943ED
Solicitation Title: Janitorial Services
Addendum Date: May 10, 2024
Procurement Contact: Emily Diaz

Request for Proposal (RFP) No. 24-R083943ED is amended as set forth herein. Responses to questions posed by prospective proposers are provided below. This Addendum is hereby incorporated in and made a part of RFP No. 24-R083943ED.

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFP was May 9, 2024.

QUESTIONS AND RESPONSES:

Q1. Will you please provide an unlocked excel version of a building information sheet columns A through J? I would like to utilize the contents for my response without having to retype the whole item.

R1. No.

Q2. During our visit I inquired about the possibility of obtaining floor plans for the locations where they are available. I am following up to explore the process for acquiring this information. Having access to these floor plans would be immensely beneficial, particularly for the locations we were unable to physically inspect.

R2. If deemed necessary, floor plans may be shared with the successful Proposer.

Q3. Who is the current contractor?

R3. Refer to Addendum No. 2.

Q4. What is the current contract price being paid today? For each site? Date contract started?

R4. Approximately \$1.9 million for the County in its entirety. The date the current agreement commenced was August 21, 2018.

Q5. Is the current contractor scope of work the same as the current bid scope of work?

R5. No.

Q6. How many hours per day per location does the cleaning crew work?

R6. Hours per day / per location to be determined by successful Proposer. Refer to Exhibit 3, Fee Rate Schedule for schedule hours by location.

Q7. How many square feet is carpet?

R7. Varies by facility.

Q8. What is the total square feet of your buildings? Each Building?

R8. Refer to Exhibit 3, Fee Rate Schedule.

Q9. What hours are the current cleaning crew working?

R9. Refer to Exhibit 3, Fee Rate Schedule.

Q10. What is your budget?

R10. Refer to Addendum No. 2.

Q11. Are there specific hours designated for cleaning?

R11. Refer to R9.

Q12. Is there a bond required?

R12. No.

Q13. Will there be a background requirement? If so, what is the level of background check required? Is it building specific?

R13. Refer to Exhibit 1, Scope of Services, 1.03 General Requirements, Section 9 Security and Use of Premises.

Q14. Are there any billable optional services? What were the annual billings for the optional services?

R14. Refer to Exhibit 1, Scope of Services and Exhibit 3, Fee Rate Schedule.

Q15. Is there a prevailing wage requirement for the Janitorial RFP?

R15. Currently, there is no prevailing wage under Florida State Law.

Q16. Is there a bid bond requirement to submit a proposal?

R16. Refer to R12.

Q17. We would appreciate clarification on whether special events are included in the pricing for the contract.

R17. Special events would be billed hourly as outlined in Exhibit 3, Fee Rate Schedule, Hourly Services.

Q18. Would the county be willing to sign an NDA regarding financials?

R18. No.

Q19. What is the anticipated start date?

R19. Upon approval of an Agreement by the BOCC, the anticipated start date would be October 1, 2024.

Q20. During the walk through we noticed that there were some spaces in the buildings that we are not responsible for. Is the square footage listed just the square footage we are responsible for, or is it the total square footage of the building?

R20. Exhibit 3, Fee Rate Schedule lists common spaces sq. ft. /cleaning sq. ft.

Q21. It was also mentioned that some floor services are not included in the bid and will be a separate bid. Is that true for all the buildings, or will we be responsible for some of the annual/semiannual floor care?

R21. All floor care above the scope is a separate fee rate (i.e., strip/wax). Refer to Exhibit 3, Fee Rate Schedule, As Required Cleaning Services.

Q22. Can you please specify which buildings will need a day porter and the hours? Or if the hours are listed during the day, should we assume they are day porters?

R22. Day Porters are a separate fee rate. Refer to Exhibit 3, Fee Rate Schedule, Hourly Services. Currently, Day Porters are used for GT Bray Summer Camp (10 weeks, schedule set by camp), all others would be on an as needed basis.

Q23. Will the day porter services be included into the monthly price, or will it be a separate cost?

R23. Refer to Exhibit 3, Fee Rate Schedule, Hourly Services.

Q24. If the cleaning time is listed during the daytime, is the time a window to clean it, or will someone need to be there the entire time?

R24. The specified time schedule in Exhibit 3, Fee Rate Schedule is the window to clean.

Q25. Who is the incumbent?

R25. Refer to R3.

Q26. Known challenges for the project?

R26. Any challenges anticipated for this project would be shared with the successful Proposer.

Q27. What is the budget for this contract term?

R27. Refer to Addendum No. 2

Q28. Can you please provide the current contract / pricing for this project?

R28. Refer to Section A, Instructions to Proposers, A.27 Disclosure.

Q29. Are there any meetings being required in the whole duration of the project? If so, how often?

R29. Refer to Exhibit 1, Scope of Services.

Q30. Will the County provide storage?

R30. County will assist successful Proposer with storage space, if available.

Q31. Will the County be providing a sales tax exemption?

R31. Refer to Section A, Instructions to Proposers, A.19 Taxes.

Q32. Can you confirm that the vendor will be providing the consumables? If so, can you provide a monthly consumables list for this contract?

R32. Refer to Exhibit 1, Scope of Services, Section 1.07 County Responsibilities.

Q33. What is the current janitorial (custodial) service monthly cost per facility? Can we see the invoices from the current vendor for the last 3-6 months?

R33. Refer to Section A, Instructions to Proposers, A.27 Disclosure.

Q34. Who is the current janitorial (custodial) service contractor?

R34. Refer to Addendum No. 2.

Q35. Can you please provide the proposal from the winning vendor of the last solicitation (RFP) associated with this project?

R35. Refer to Section A, Instructions to Proposers, A.27 Disclosure.

Q36. How many employees service the account? Can we have access to payroll for the past 3-6 months?

R36. This information is unavailable.

Q37. How many are day porters, general cleaners, night porters, night cleaners, floor technicians?

R37. To be determined by successful Proposer.

Q38. What are the background check, special certification, or license requirements for this contract?

R38. Refer to R13.

Q39. Are there any services subcontracted under the current agreement?

R39. No.

Q40. Is there an SBE requirement?

R40. No.

Q41. Who are the subcontractors if there is an SBE/LBDE requirement? What are their names and % of the contract?

R41. Not Applicable.

Q42. Can the SBE/LBDE be in the process of registering?

R42. Not Applicable.

Q43. What are the service hours per location? Do any locations require day service, day porters, night service?

R43. Refer to R9.

Q44. What are the exact cleanable sq ft. of each building in the contract? It seems to be based on the site list provided (i.e.) The Courthouse mentions 63,000 SQ FT of cleanable space out of the 64,000 sq ft building however, it is known that the vendor only cleans the lobby, public hallways, restrooms, and the jury pool room which does not add up to 63,000 sq ft)? This also happens with the GT Bray recreation center where we are only to clean the public common areas, hallways, and offices but not the GYM or the Basketball courts.

R44. Refer to Exhibit 3, Fee Rate Schedule.

Q45. Can we obtain floor plans for the buildings available so we can see their layouts? If possible, can we also have them labeled to demonstrate the cleanable areas?

R45. Refer to R2.

Q46. What is the square footage or % breakdown by floor type: VCT, TILE, CARPET?

R46. County does not have this detailed information available. Refer to Exhibit 1, Scope of Services, Section 1.08 Quantities and Pricing.

Q47. We see the projected award is July 2024, will that be the start date as well?

R47. Refer to R19.

Q48. Will the contract be issued to one or multiple vendors? If multiple, can you please provide specifications on the sections of the contract awarded to each entity?

R48. This is at the discretion of the County.

Q49. What is important to you for a vendor to do in your janitorial service?

R49. County expects successful Proposer to meet or exceed the Scope of Services outlined in Exhibit 1.

Q50. What are some of the issues that you're having with your current service provider that are not meeting your expectations?

R50. To be discussed with the successful Proposer, if necessary.

Q51. Since consumables are provided, is that limited to soap, paper towels, toilet paper and seat covers? If a vendor has to provide supplies to supplement the county's purchase, what is the process for approval of the price?

R51. Refer to R32.

Q52. Are there penalties?

R52. Refer to Exhibit 1, Scope of Services, Section 1.06 Liquidated Damages.

Q53. What are the cost adjustment provisions for the contract extensions and/or optional renewal terms?

R53. Refer to Section C, Negotiation of the Agreement.

Q54. What is the minimum wage? Is it the living wage?

R54. Refer to U.S. Department of Labor.

Q55. Will an annual increase be allowed since the minimum wage will increase every year?

R55. Undetermined at this time.

Q56. Are standard Surety forms acceptable for the Bid and/or Performance Bonds?

R56. Refer to R12.

Q57. What is the current requirement for new employees (uniform, badging, other)?

R57. Refer to Exhibit 1, Scope of Services, Section 1.04 Service Requirements.

Q58. What is the expected transition plan for the new contract? (60/90/120 days)

R58. To be discussed with successful Proposer.

Q59. What is the expectation for the retainment of current employees if contract is awarded to a new vendor?

R59. This is at the discretion of the successful Proposer.

Q60. Are there any specific buildings with Appa levels of service requirements for this contract?

R60. Refer to Exhibit 1, Scope of Services, Section 1.04 Service Requirements.

Q61. Are there any parking requirements or costs for the vendor associated with this contract?

R61. No.

Q62. What are the payment terms for this contract?

R62. Refer to Exhibit 1, Scope of Services, Section 1.09 Invoicing and Exhibit 4, Sample Agreement.

NOTE:

Deleted items will be ~~struck through~~, added or modified items will be underlined. All other terms and conditions remain as stated in the RFP.

INSTRUCTIONS:

Receipt of this Addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

END OF ADDENDUM

AUTHORIZED FOR RELEASE