



1112 Manatee Ave. West  
Bradenton, FL 34205  
[purchasing@mymanatee.org](mailto:purchasing@mymanatee.org)

## Solicitation Addendum

---

**Addendum No.:** 3

**Solicitation No.:** 18-R067627BLS

**Project No.:**

**Solicitation Title:** Janitorial Cleaning Services

**Addendum Date:** May 3, 2018

**Procurement Contact:** Bonnie Sietman

---

**RFP 18-R067627BLS 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 18-R067627BLS.**

### Replace:

#### **EXHIBIT 6 – FEES FORM**

Exhibit 6, Fees Form, has been replaced per this Addendum 3 as follows;

1. Time Schedule for Cleaning – column added;
2. Cleaning Services Required on Holidays – column added;
3. Group D, Public Safety Complex - removed and inserted as Group H with revised square footage totals, cleaning required seven days per week and cleaning required on holidays;
4. Group H, Miscellaneous Services – revised to Group J

## QUESTIONS AND RESPONSES:

**Q1. Please confirm that the price per square foot per day is the required entry for the fees form?**

R1. The price per square foot for each facility / location listed on the fees form is per required cleaning day.

**Q2. Confirm that four (4) decimals is acceptable for pricing?**

R2. Yes, four (4) decimals is acceptable for pricing; excel form / cell formulas have been revised / corrected.

**Q3. What are the holidays observed by the County each year?**

R3. Manatee County observes eleven holidays and Manatee County Judicial Center observes thirteen holidays annually as follows:

### Manatee County Holidays

New Year's Day  
MLK Jr. Day  
Presidents Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day – observed  
Thanksgiving Day  
Thanksgiving Friday  
Christmas Eve  
Christmas Day

### Manatee County Judicial Center (may affect the Historic Courthouse)

New Year's Day  
MLK Jr. Day  
Presidents Day  
Good Friday  
Memorial Day  
Independence Day  
Rosh Hashanah  
Yom Kippur  
Labor Day  
Veterans Day – observed  
Thanksgiving Day  
Thanksgiving Friday  
Christmas Day

**Q4. How would the compensation for janitorial services be handled for the holidays?**

R4. Exhibit 6 – Fees Form has been revised per this Addendum No. 3

1. Group A – added column “clean on holidays”
2. Group H – added group and column “clean on holidays”
3. Square footage fees for groups A and H shall be inclusive of holiday pay

**Note:** Monthly invoices for Group A will be the same each month regardless of whether there are holidays observed in the month. Likewise, invoices for Group H will be the same each month regardless of whether there are holidays observed in the month.

**Q5. Are copies available of the location map (pg 81) and location legend (pg 82)?**

R5. Originals are available in the Procurement Division.

**Q6. Group J; Miscellaneous Services - Are the square foot and hourly rates per occurrence or annually?**

R6. Miscellaneous Services are on an “as required” basis only with annual estimated quantities referenced.

- Q7. **Are 1099 labor or franchise labor regulations, regarding insurance requirement, acceptable by the County?**
- R.7. For all employees or leased employees, the successful Proposer must meet the minimum insurance qualifications as referenced in Attachment D, 4. Worker's Compensation.

---

NOTE: Items that are ~~struck through~~ are deleted. Items that are underlined have been added or changed. All other terms and conditions remain as stated in the RFO.

**End of Addendum**

**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.

AUTHORIZED FOR RELEASE:

A handwritten signature in black ink, appearing to be "TW200", written over a horizontal line.