



Financial Management
Department
Purchasing Division
1112 Manatee Ave W Suite 803
Bradenton, FL 34205
Phone: (941) 749-3014

May 20, 2014

TO: All Interested Proposers
SUBJECT: Request For Proposal (RFP) #14-1539CD
Janitorial Services for County Facilities

ADDENDUM #2

The following items are issued to add to, modify and clarify the Request For Proposal document. Proposals are to be submitted on the specified time and date due, in conformance with the additions and revisions listed herein.

The following questions have been presented by potential proposers:

QUESTION #1: Is the current solicitation the same as the previous? If not, can you state the changes.

RESPONSE #1: The scope of services requested are the same as previous solicitations.

QUESTION #2: I would like to know what was the last awarded bid and how many companies was it awarded to?

RESPONSE #2: The last Request for Proposals (RFP) for Janitorial Services at County Facilities was awarded to two companies in April 2008, United Site Services Inc. and Superior Cleaning. The last Request for Quotes (RFQ) for Janitorial Services at Public Restrooms was awarded to one company in September 2011, At Your Service Cleaning Group.

QUESTION #3: Who is currently cleaning your facilities?

RESPONSE #3: United Site Services, Inc. is currently performing the janitorial services for all facilities listed in Exhibits 1 and 2, with the exception of the GT Bray Park Complex facilities, and the Transit Stations listed in Exhibit 3. At Your Service Cleaning Group is currently cleaning the GT Brak Park Compex facilities and and the facilities listed in Exhibit 3, with the exception of the Transit Stations.

QUESTION #4: Can you better identify what it means "on an as need basis" for the floor work including strip/wax and restroom scrubbing as well as day porter services?

RESPONSE #4: Any Task required to be performed "on an as needed" or "as required" basis shall be done only when the County requires and gives notice to the awarded companies(s) of the requirement. Actual frequencies and minimum notices requirements are items that can be negotiated with the selected comapnie(s).

QUESTION #5: Are there designated buildings that require day porter shifts, where as others may only be as requested?

RESPONSE #5: Day Porter Services are currently only being used at the public restroom facilities located at the beaches and for special events on an as needed basis.

QUESTION #6: What is the current vendor being paid for the current contract?

RESPONSE #6: The County is currently paying the following rates:

Task A (Restroom Cleaning): \$0.0333 per square foot per day cleaned

Task B (Common Area Cleaning): \$0.0023 per square foot per day cleaned

Shampoo/Steam Cleaning and/or Strip/Wax: \$.02257 per square foot per occurrence

Public Restroom Cleaning: \$0.025 per square foot per day cleaned

Deep Cleaning of Public Restroom Facilities: \$0.025 per square foot per occurrence

GT Bray Park Complex Facilities- \$0.00375 per square foot per day cleaned

Day Porter Services- \$14.00 per hour

QUESTION #7: How much are you currently paying per year for the cleaning services?

RESPONSE #7: The County is currently paying an estimated \$500,000.00 per year for the cleaning services.

QUESTION #8: Is there a specific form or format for submitting the pricing on this RFP?

RESPONSE #8: No

QUESTION #9: Do you have a spreadsheet showing the number of toilets, sinks, etc.. per facility? Also, do you have a spreadsheet showing the square footage of VCT and Carpet per facility?

RESPONSE #9: No

QUESTION #10: In the Exhibits, several facilities are listed as 4 days per week, or 3 days per week, or 2 days per week – Monday thru Friday. Do you know which days we are to be cleaning or is it up to us?

QUESTION #10: The actual days that the facilities will be cleaned will be a negotiated term in any Contract that results from this RFP.

QUESTION #11: What is the start date for the contract and the expected term?

RESPONSE #11: The anticipated start date for any Contracts resulting from this RFP will be September 1, 2014. The total length of any Contract resulting from this RFP will be negotiated.

QUESTION #12: On page 9 of the RFP Item B.01 – Background and Purpose states that “The County shall provide hand soap, paper hand towels, toilet tissue, trash bags, trash can liners and toilet seat covers.” Does the county also supply sanitary napkin disposal containers? If so, will the county provide the liners for those units?

RESPONSE #12: Yes

QUESTION #13: At the pre-bid meeting vendors were told that the contract would be awarded to two companies. Can you tell us which properties will be in each parcel?

RESPONSE #13: The County intends to award a minimum of two contracts resulting from this RFP, however the total number of contracts resulting from this RFP as well as the number of facilities awarded under each contract is at the sole discretion of the County.

QUESTION #14: In the pre-bid you suggested franchise companies could structure their response in the form of a joint venture with their selected franchise owners. We could certainly do that, but it will not change the insurance structure. Unlike a lot of franchise companies, all of our franchise owners are provided full insurance coverage as part of their franchise package (including Liability, Worker's Comp., Dishonesty Bonding, Non-owned Auto, and a \$20 million umbrella). The franchise owner's insurance policies would be exactly the same regardless of how we responded to the RFP. We are excited to be a part of this opportunity, but need a little more guidance from you regarding how we should structure our response.

RESPONSE #14: As stated in Article C.01 of the RFP documents, the services provided under any agreement resulting from this Request for Proposals shall be performed by employees of the Proposer(s) and not by subcontractors. Proposals may be presented by a single business entity, a joint venture, or partnership. The successful Proposer(s) shall be required to maintain the minimum insurance coverage as listed in Attachment C of the RFP documents, including Worker's Compensation coverage. Manatee County's intent is that the legal entity it enters into a contractual relationship with is the "employer" of the personnel assigned to perform the services, as that term is defined in Florida Statutes sec. 440.02(16), and that the contracting entity actually and directly employs the personnel assigned to perform the services, and that these persons be "employees" of the entity, as that phrase is defined by Florida Statutes sec. 440.02(15), and not be independent contractors, leased employees, or employees of a subcontractor of the entity. The intent of the County is that each employee of the entity it contracts with to perform the services has worker compensation coverage. If a legal entity (a franchisor) pays for the expenses of purchasing worker compensation coverage for the employees of the entity the County contracts with to perform the services (a franchisee), the County does not care, so long as these employees have worker compensation coverage provided by the entity it contracts with. The County, however, does not wish to enter into an agreement with two entities where the only reason for doing so is because the grantor of a franchise funds the costs of insurance for the grantee/owner of the franchise. Rather, the grantee/owner of the franchise must, itself, contractually agree to provide worker compensation insurance for its employees during the term of the contract. How that insurance is funded is not a concern of the County.

END OF ADDENDUM #2

Proposals will be received at Manatee County Purchasing, 1112 Manatee Avenue West, Bradenton, Florida 34205 until **Tuesday, May 27, 2014 at 3:00 PM.**

Sincerely,



Melissa M. Wendel, CPPO
Purchasing Official