

January 31, 2022

RFP 2211 – DISTRICTWIDE JANITORIAL SERVICES

ADDENDUM #1
(Acknowledgment is Required)

The Respondent shall acknowledge its review and receipt of this Addendum by signing below and including a signed copy of this Addendum with its bid submittal. Failure to do so could result in disqualification of the bid.

Please note that underlined information (example) is added wording and stricken information (~~example~~) is deleted wording.

I. CLARIFICATIONS

1. All employees for the Contractor must complete work, be out of the buildings, and vacate District property by 9:00 p.m. each evening.

Please refer to RFP 2211, Section 3.3, page #15.

2. Day Porter additional duties may include disinfecting an office space utilizing standard cleaning practices due to possible Covid-19 contamination.
3. RFB 2211, Section 1.9, Proposal Format, Subsection 1.9.3.3.2 is removed in its entirety.

~~1.9.3.3.2 Green Seal Cleaning Certification – Provide a copy of the company's Green Seal GS-42 Standard Cleaning Certification.~~

II. QUESTIONS AND ANSWERS

- 1. Question: Will the Tampa Server Room floor need special cleaning procedures?**

Answer: The Tampa Server Room workspaces will only be cleaned on an as needed basis and the floors will not be the responsibility of the Janitorial Contractor.

- 2. Question: Will workers performing one-time supplemental services need background checks, for example, if they will perform a cleaning job only one time?**

Answer: Yes, please refer to RFP 2211, Section 1.33, page 11.

3. Question: Does the District use black or clear trash can liners?

Answer: The District will provide the trash can liners and the color is not a factor in the purchase by the District.

4. Question: What are the inspection frequency requirements by the Contractor's Project Manager?

Answer: The Contractor's Project Manager shall complete a minimum of one (1) weekly random quality assurance inspection for the Brooksville and the Tampa Campuses to ensure compliance with the Agreement. Findings of inspections will be noted within the Monthly Quality Evaluation report.

The Contractor's Project Manager shall complete a minimum of one (1) monthly random quality assurance inspection for the Sarasota and the Lakeland Campuses to ensure compliance with the Agreement. Findings of inspections will be noted within the Monthly Quality Evaluation report.

Please refer to RFP 2211, Section 3.19, page #25.

5. Question: Are the eye-wash stations provided by the District?

Answer: The installed eye-wash stations are the property of the District.

6. Question: Can cleaning of hard floor and tile be done with a Scrubber Machine or do they have to be cleaned with Mop and Bucket?

Answer: Contractor may utilize either a Scrubber Machine or a Mop and Bucket to clean hard floor and tile.

7. Question: How is the Day Porter communicated with by the District during the workday?

Answer: Currently, District staff are able to locate the Day Porter based on schedule and routine location at the time of need.

8. Question: Will Contractor's staff need to be able to communicate in English?

Answer: Only the Contractor's Project Manager will be required to communicate in English. Contractor employees other than the Contractor's Project Manager shall make efforts to communicate effectively with District staff through use of technology or other means.

Please refer to RFP 2211, Subsection 3.6.2.5, page #18.

9. Question: Can the Contractor utilize chemical dilution and dispensing equipment in the janitorial closets?

Answer: Yes, the Contractor may use chemical dilution and dispensing equipment in the janitorial closets.

10. Question: Are the chemical dilution and dispensing equipment currently installed on the properties owned by the District?

Answer: Yes, the currently installed dilution systems are the property of the District. The Contractor may uninstall a current system, return District owned system to the District, and replace with a Contractor provided system. Any system installed by the Contractor will remain the property of the Contractor and shall be removed upon termination of agreement.

11. Question: What is the dress code for the Contractor's employees?

Answer: The Contractor's employees are required to be dressed in uniforms authorized by the Contractor and approved by the District. The uniform shirts must have the Contractor's name printed on them. Staff shall be clean and neat in appearance, and appropriately attired with uniforms and safety shoes during the performance of services.

Please refer to RFP 2211, Subsection 3.6.2.8, page #18.

12. Question: Are the paper products provided by the District?

Answer: Yes, please refer to RFP 2211, Subsection 3.8.6, page #19.

13. Question: Will a vehicle or golf cart be provided to the Contractor's staff?

Answer: No, the District will not provide any type of vehicle to the Contractor's staff.

14. Question: Can the Contractor provide a golf cart or vehicle for their staff?

Answer: Yes, the Contractor may provide a golf cart or vehicle for their staff. The District will designate a place to park and provide electrical outlet (if required for charging of golf cart) if Contractor provides a vehicle for their staff.

15. Question: Can the Contractor's evening cleaning staff drive their vehicles to various buildings on campus during their work period?

Answer: Yes, the Contractor's evening cleaning staff may drive their vehicles to various buildings during work hours.

- 16. Question:** Does the District provide the cleaning equipment such as brooms, vacuums, or cleaning products?
- Answer: No, please refer to RFP 2211, Section 3.8, page #19.
- 17. Question:** Will the awarded Contractor be provided a floorplan for each District building?
- Answer: Yes, the awarded Contractor will be provided a floorplan for each District building.
- 18. Question:** Should the Respondent include a task list/schedule for the Day Porter as part of their submission?
- Answer: Yes, please refer to RFP 2211, Subsection 1.9.5, page #18.
- 19. Question:** Will the Contractor's employees receive badges?
- Answer: Yes, please refer to RFP 2211, Subsection 3.5.4, page #16. and Subsection 3.6.2.2, page #18.
- 20. Question:** What kind of chemicals are acceptable?
- Answer: Standard disinfectants and cleaning chemicals are acceptable. A list of proposed disinfectants and cleaning chemicals shall be submitted as part of Respondent's submission. Please refer to RFP 2211, Subsection 3.8.5, page #19.
- 21. Question:** What are the current annual costs for the Contract?
- Answer: The current janitorial services contract annual cost is \$246,433.16
- 22. Question:** What is the current annual Contract Budget?
- Answer: The estimated cost for the services listed in RFP 2211 is \$200,000.
- 23. Question:** What are some challenges you've received from your previous cleaning company?
- Answer: Consistency of the level of service when regularly scheduled Day Porter is not on site.

24. Question: For the supplemental services portion, how many coats of wax do you require for your strip & wax jobs? How many coats for recoats?

Answer: The District will require four (4) coats of wax during the supplemental service of strip, re-wax, and machine buff of composition/vinyl tile floors.

The District will require two (2) coats of wax during the supplemental service of top scrub and recoat of composition/vinyl tile floors.

25. Question: How much was the total amount of the last winning bid for the janitorial services for Southwest Florida Water Management District?

Answer: The current janitorial services contract annual cost is \$246,433.16

26. Question: RFP 2211 requires respondents to include a copy of their GS-42 Green Seal Certificate. Our company is very familiar with GS – 42 Standard Operating Procedures and Protocols, but we do not currently possess GS – 42 certification because it requires a large up front investment and significant annual renewal fees. Would the Southwest Florida Water Management Procurement Team consider removing GS – 42 Certification as a requirement of this RFP?

Answer: The District will not require a Green Seal GS-42 Standard Cleaning Certification. Please refer to Clarification 3 of this addendum.

27. Question: If the Southwest Florida Water Management Procurement Team will not consider removing the GS-42 requirement, would it be acceptable to provide documentation that we have begun the process of obtaining an active GS-42 certification (the certification process take between 2-4 months on average)?

Answer: The District will not require a Green Seal GS-42 Standard Cleaning Certification. Please refer to Clarification 3 of this addendum.

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Ari Horowitz
Procurement Specialist
cc: Project Manager

ACKNOWLEDGEMENT OF ADDENDUM #1

BY: _____
DATE

(TYPE/PRINT NAME AND TITLE)

COMPANY NAME

End of Addendum #1 for RFP 2211

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