



ADDENDUM # 9
BID # FY 2020-2021-008
JANITORIAL SERVICES FOR CITY FACILITIES
10/20/2021

Please ensure you check the City's website for the latest addendum released for this project. Below find the link to the City's website: www.cohb.org/solicitations.

Firm must provide this form signed by an authorized officer of your Firm to acknowledge receipt of ADDENDUM # 9 and provide with your firm's response.

PLEASE NOTE:

Question #1. I would like to know if the submittal deadline for proposals will be extended, given the short amount of time between the final site visits and the submittal deadline to give the contractors walking sites on 9/24 the same amount of preparation time as those that are walking the sites on 9/10? I appreciate your consideration.

Answer # 1. Refer to Addendum # 4.

Question #2. I noted Addendum #2 had schedule changes for the site visits and our is September 24th. Will the due date for questions and bid submission also be extended as a result?

Answer # 2. Refer to Addendum # 4.

Question #3. Do we actually have to add the crime bond and security bond to our insurance prior to bid acceptance, or do we just need to provide documentation stating that we could be willing and able to provide both a crime and security bond in the event that we are awarded the contract?

Answer # 3. Refer to page 40 of the ITB: "Bidder to submit proof of Commercial Fidelity Bond for employee theft and dishonesty on a Blanket Basis at a limit not less than \$50,000."

Question # 4. This is regarding 10% bid bond. The surety company has rejected the bid request for this project due to the 5-year term. There are also annual renewal options beyond the initial 5-year term. Is there the possibility of renewing the Bond annually?

Answer # 4. Refer to pages 5 and 39 of the ITB: "As per Procurement Code Section 23-12 (2) Security Bonds, each proposer must provide with the submission of the Bid a Security Bid Bond issued by a surety company licensed to do business in the state in an amount equal to ten percent (10%) of the Bid Price submitted."

Question #5. Is the fidelity crime bond due at the time of the bid or after the contract is awarded?

Answer # 5. Refer to answer # 3.

Question #6. The form on pages 6 & 7 appear to be identical to the form on pages 50 & 51 of the bid document. Do you want the same information repeated and included in both places? Or do you just want Forms 1 through 5 completed beginning on page 6 and continuing through page 15?

Answer # 6. Refer to pages 40 – 41 of the ITB, titled: *Bid Submittal Format*.

Question #7. Will the city accept a \$500,000 crime insurance policy in lieu of the Commercial Fidelity Bond?

Answer # 7. No, refer to page 4 of the ITB: *“Contractor agrees to maintain a Commercial Fidelity Bond for employee theft and dishonesty on a Blanket Basis at a limit not less than \$50,000. This bond for theft coverage shall be specifically endorsed to cover “Third-Party” liability including an endorsement evidencing a third party beneficiary clause in favor of City.”*

Question 8. Form P: Completed Reference Form

In filling out this form, it was noted that on page 66 of 104, a signature is required of someone. Are we to mail out pages 64 through 66 to three references to return to the City of Hallandale prior to the closing of this bid on October 21, 2021 or are these pages with the reference information to be included in the bid on the flash drive for you to send out? Thank you for your prompt attention in this matter.

Answer # 8. Refer to page 39 of the ITB, *“Bidders are to submit responses on a Universal Serial Bus (USB) drive only. Provide one (1) USB drive with your submittal”.*

Question #9. For vendors headquartered outside the state of Florida, could notarizations for forms be performed by a duly authorized out of state notary public?

Answer # 9. Notary must be Florida notary.

Question #10. For the Bid Bond, could the bond be issued on the Surety Company’s “standard” Bid Bond Form?

Answer # 10. Refer to page 5 and 39 of the ITB, *“As per Procurement Code Section 23-12 (2) Security Bonds, each proposer must provide with the submission of the Bid a Security Bid Bond issued by a surety company licensed to do business in the state in an amount equal to ten percent (10%) of the Bid Price submitted.”*

Question #11. Could you please confirm if a Performance Bond would be required under the agreement or just the Bid Bond?

Answer # 11. A 100% performance and payment bond is not required for this ITB.

Question #12. With regard to the 3 required references, could you please provide clarification on how to handle the completion and submittal of the reference surveys?

- a) Are the vendor clients to complete the forms (RFP pages 64-66) on behalf of the vendor, and return the completed forms back to the vendor to be included in the vendor submittal response package?, or
- b) should the vendor clients return the completed reference surveys directly to City of Hallandale Beach to keep the confidentiality of the information between provider (vendor's client) and requestor (COHB)? If so, what would be the required submittal instructions for the return of the completed surveys and deadline?

Answer # 12. Please refer to answer # 8.

Question #13. With regard to the required submittal forms, FORM D: Minimum Qualification Requirement # 4: Firms Experience for Projects #1 thru Project #5 are to be completed on RFP pages 6-15

- o Form D as shown on RFP pages 6-15 for each of the 5 projects include yes/no questions for MQR 3, MQR 4a and MQR 4b
- o Form C & D shown on RFP page 50-51 are to be completed for MQR 3, 4a and 4b but this seems to be a repeat of the information on the forms shown on pages 6-15.

Please provide clarification as to which forms (indicating RFP page #) should be completed for MQR 3, MQR 4a and MQR 4b

Answer # 13. One set of answers to MQRs are to be submitted.

Question #14. With regard to the acknowledgement of addenda, should vendors:

- a) Include **only** the Addenda Acknowledgement **signature pages**, or
- b) Return **all the pages** for each addendum including the signature pages? Note: this option will add a lot of pages to the submittal package.

Answer # 14. Include only the Addenda Acknowledgement signature page.

Question # 15. Can you please advise what the annual budget for janitorial service is?

Answer # 15. The estimated budget for this service is \$189,000.

Question #16. Would it be possible to provide the square footage for the Chamber of Commerce and the Police Department? They are currently included in the square footage for City Hall. They are priced separately on the bid form.

Answer # 16. The square footage for Police Department is estimated at 12,872 +/- | Chamber of Commerce is estimated at 500 +/- |

Question #17. Please provide the approximate number of paper goods, liners, and hand soap consumed per building on an annual basis.

Answer # 17. This information is currently not available.

Question #18. Can you give us sq. ft. Police Department?

Answer # 18. Please see answer to question #16.

Question #19. What is the amount present company make?

Answer # 19. The contract value for FY20-21 was \$139,409.32.

Question #20. Do you still use z-fold towels?

Answer # 20. Yes, Z-Fold Towels are still in use.

Question #21. Who supplies hand sanitizer and large wet wipes bucket?

Answer # 21. The awarded vendor will be responsible for supplying hand sanitizer and large wet wipe buckets.

Question #22. Do you use urinal screen rest room?

Answer # 22. Yes, we do use urinal screens.

Question #23. Do you have square footage city hall and police station strip and wax floor?

Answer # 23. This information is unavailable.

Question #24. What is the value of the current contract(s) for janitorial services at these facilities?

Answer # 24. Please see answer to question #19.

Question #25. The Bid document states in Section 4 that background checks are run based on the facilities the employees are assigned to. Please describe the background check requirements for each facility, to include the events that would disqualify an employee from being assigned to a facility as well as the cost to the contractor for background checks.

Answer # 25. A Standard background check is run for everyone except for employees that work in Human Services and Parks. These departments require a level II screening because they work with children and seniors. Information for the cost of the background check is not available.

Question #26. Please confirm the monthly price for service does not include Day Porter services.

Answer # 26. Confirmed, the monthly price for service does not include Day Porter services.

Question #27. Holidays: Does the Police Department gets clean 7 days a week including the holidays listed in the RFP?

Answer # 27. Yes, the Police Department 7 Days a week cleaning schedule does include holidays.

Question #28. Police Department: Is there a minimum of cleaning hours required for this site during the day?

Answer # 28. No, there is no minimum number of cleaning hours required for any of the sites. Each site is required to be cleaned to an acceptable standard that is in accordance with the scope of work/service.

ADDENDUM # 9

Question #29. Could you please confirm the frequency of service of the Hallandale Beach Public Work building #1 and #5? The RFP is showing 5 days a week, however , the other buildings in the complex are 4 days per week.

Answer # 29. Refer to the frequency's listed in the ITB, page 32 – 33.

Question #30. Supplies: Since the consumables are currently being provided by the City, Could you please provide the list of supplies and quantities that the City is spending per month?

Answer # 30 The list of supplies are as follows:

Bath Tissue 96Roll Cases

White Paper Towel Rolls 8x630

White Multi Fold Hand Towels 9-1/8x9-1/2

Natural Liners 24x33 8MIC

Black Liners 40x48 14MIC

Lite'N Foamy Hand Wash

This information is not currently available: “quantities that the City is spending per month”

Question #31. Is the budget provided including the Consumable supplies cost?

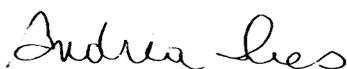
Answer # 31. Yes, the estimated budget does include the consumable supplies cost.

PLEASE NOTE RECEIPT OF ADDENDUM #9 BY SIGNING BELOW AND INCLUDE WITH YOUR FIRM'S SUBMISSION.

I ACKNOWLEDGE RECEIPT OF ADDENDUM # 9:

| | |
|-----------|--|
| Company | |
| Name | |
| Title | |
| Signature | |
| Date | |

Sincerely,



Andrea Lues, Director, Procurement Department