



**ADDENDUM # 1
BID # FY 2014-2015-007
CUSTODIAL SERVICES**

Prospective Firm:

Please note the following revisions to the BID.

The following provision has been DELETED from Exhibit I page 5 of 32, item C. Please disregard.

THE FOLLOWING HAS BEEN DELETED:

C. Supplies

Contractor to provide all supplies necessary to fulfill the requirements of this contract including but not limited to, cleaners, polishers, disinfectants, waxes, rags, towels and necessary personnel safety items. Exclusions are listed separately.

AND REPLACED WITH:

C. Supplies

Contractor to provide all supplies necessary to fulfill the requirements of this contract including but not limited to, cleaners, polishers, disinfectants, waxes, rags, towels and necessary personnel safety items. **City will provide toilet tissue, paper towels, trash liners & seat covers, only.**

BELOW PLEASE FIND ANSWER TO QUESTIONS RECEIVED BY DEADLINE DATE OF FEBRUARY 13, 2015 BY 11AM:

Question # 1:

Current contract amount/pricing and current vendor?

Answer # 1:

\$52,776: Safeguard Services

Question # 2:

Please provide square footage for each building

Answer # 2:

The Municipal Complex (Police & City Hall) 53,500 square feet.

Question # 3:

What is the monthly billing for the services outlined in the RFP?

Answer # 3:

Current monthly bill is \$4,398.

Question # 4:

Number of Restrooms?

Answer # 4:

Both City Hall & Police; 16.

Question # 5:

Number of Day Porter Hours?

Answer # 5:

As needed. Please see Exhibit I page 20

Question # 6:

Is the City providing all consumables such as toilet tissue, paper towels, hand soap, trash liners, urinal pads, seat covers, and air fresheners?

Answer # 6:

City will provide toilet tissue, paper towels, trash liners & seat covers, only.

Question # 7:

Does the job quote cannot exceed more than \$100,000 per year?

Answer # 7:

Budget amount is not to be exceeded. For additional years, please see Exhibit II, pg. 27, Article 1.

Question # 8:

Does we need any day time employee? Or only night time crew?

Answer # 8:

City Hall janitorial services will be at night (after 6 PM) no later than 10 PM.

Police Department janitorial services will possible require two cleaning per 24 hours period. Selected Firm will be required to be flexible in scheduling cleaning staff to cover janitorial services on the 24/7 Police operations. At which time a cleaning schedule is in place to accommodate department shift changes, scheduling cleaning personnel can be maintained.

Question # 9:

How many special events (day porter) are per year?

Answer # 9:

As needed. Please see Exhibit I page 20

Question # 10:

Refrigerator and microwave inside cleaning how can they be billed separately?

Answer # 10:

City will be responsible for cleaning of Refrigerator and microwave.

Question # 11:

Personal office phone needs to be wipe down?

Answer # 11:

Please see Exhibit I, page 12, Section 2.G.1 – “Individual office desks and work surfaces do not required to be cleaned.”

Question # 12:

Pollution insurance does this apply to custodials?

Answer # 12:

Please see Exhibit I page 29-32 for insurance requirements.

Question # 13:

What is Domestic Partnership Certificate form?

Answer # 13:

Please see page 21-22 of Exhibit II

Question # 14:

What type of green environmentally experience certification is been asked, and where can we get it?

Answer # 14:

Please see Minimum Qualification Requirements, Exhibit I , page 17, item 3.

Question # 15:

Can the city Provide floor plans?

Answer # 15:

This information is exempt from public record under Florida Statute Section 119.071

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0119/Sections/0119.071.html

Question # 16:

What is the total square footage of tile and of carpet?

Answer # 16:

Information is not available.

Question # 17:

Who will perform the background checks?

Answer # 17:

In clarification of Exhibit I, page 3, in reference to background check, the Selected firm is required to do a background check on all supervisory staff, cleaning staff, any employees or subcontractor that enter The Municipal Complex to provide janitorial services. Firm will held solely responsible and liable for the actions and or misconduct of any of their personnel.

Question # 17:

Is the bid bond 5% of the first year?

Answer # 17:

Yes, the bid bond is 5% of the first year. The performance bond will replace the bid bond.

Question # 18:

Can non green products be used in special cases?

Answer # 18:

When necessary an appropriate cleaning (non-Green) product can be used.

Question # 19:

Please clarify the Saturday and Sunday hours for the Police Department.

Answer # 19:

**Police Department is a 24 hour operations with several shifts every 8 hours.
One Day time cleaning between shifts will be required.**

ALL OTHER TERMS, CONDITIONS AND SPECIFICATIONS SHALL REMAIN THE SAME. THIS ADDENDUM RECEIPT OF ADDENDUM MUST BE PROVIDED WITH YOUR RESPONSE.

PLEASE NOTE RECEIPT OF ADDENDUM # 1 BY SIGNING BELOW AND INCLUDE WITH YOUR FIRM'S SUBMISSION. I ACKNOWLEDGE RECEIPT OF ADDENDUM # 1:

Company	
Name	
Title	
Signature	
Date	

Sincerely,



Andrea Lues, Director, Procurement Department