

August 26, 2024

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA**

ADDENDUM # 1

BID # 24-610, Janitorial Services – Group A, B & C

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: questions and answers.

Respectfully,

Tabatha Shirah

Procurement Analyst
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature

Printed Name:

Title:

Company:

BID # 24-610, Janitorial Services – Group A, B & C

Addendum # 1

Q1: What is the address/addresses where the services will be taking place?

A1: Bid Sheet's listing each groups location detail can be found on the FTP Site.

FTP Site Access Instructions:

To receive a copy of the bid documents please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is procurevendor and the password is solicitation. After you have logged in to the FTP site, double click on the file folder "Bid 24-610, Bid Attachments", select "Open" or "Save As" to download the bid documents. If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at tabathashirah@polk-county.net.

Q2: Is this going to be comparing strictly day porter bids? If so, how many people and how many hours per day would you be looking for?

A2: Bid Package provides a detailed scope of work/ specifications and Bid Sheet's listing each groups location details, the minimum number of employees and the minimum number of hours. These documents can be found on the FTP Site. See instructions above; Addendum 1, Question 1 to access the FTP Site.

Q3: What would the start date be for the services for the vendor with the winning bid?

A3: Please see Bid Package, Special Condition #2 (page 33).

Q4: Is there a time frame for the site visits? All day Thursday? Half a day Friday?

A4: A list of locations with addresses will be provided at the mandatory pre-bid meeting. Interested Bidders will visit 5 locations on Wednesday, August 28, 2024, and 5 locations on Thursday, August 29, 2024. Both days start time is 9:00am, with the intention to finish by or before 1:00 p.m.

Instructions from Bid Package (page 1):

*A **MANDATORY** pre-bid will be held Wednesday, August 28, 2024, 9:00 a.m. in the Procurement Division conference room, located at 330 W. Church St, Room 150, Bartow, FL 33830. A **MANDATORY** site visit will immediately follow Wednesday, August 28, 2024, Pre-Bid Meeting and will continue Thursday, August 29, 2024, at 9:00 a.m. at the Lakeland Branch Courthouse & Government Center, located at 930 Easy Parker Street, Lakeland, FL 338801. An authorized representative or agent of the Bidder must be present at pre-bid meeting and site-visits in person, as evidenced by their signature on the meeting's sign-in sheet, or the Bidder's submittal will be considered non-responsive.*

Q5: Is complete cleanable square footage details available?

A5: Bid Sheet's listing each groups locations square footage can be found on the FTP Site. See instructions above; Addendum 1, Question 1 to access the FTP Site.

Q6: Do I need to register my business in Polk County before submitting a bid?

A6: No.