

September 5, 2024

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

ADDENDUM # 2

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: bid receiving extension, questions/answers, revision, clarification and documents added to the FTP Site and labeled “Addendum 2.”

The Bid Receiving Date has been extended one (1) week. The revised Bid Receiving Date is Wednesday, September 18, 2024, prior to 2:00 p.m.

FTP Site:

To obtain a copy of Addendum 2 attachments go to the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is procurevondor 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. If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at tabathashirah@polk-county.net.

The question deadline has expired, Addendum 3 is forthcoming.

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 # 2

Q1: Are you able to provide us with current monthly cost/billing for each building in zones A,B, and C?

A1: “**Bid 19-481, Previous Bid Submittal Pricing**” has been uploaded onto 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: Who are the current contractors for Group A, B & C and what are their current approved award amounts per year.

A2: See above Question 1, Answer 1.

Q3: Who were the previous contractors for Group A, B & C and what were their approved award amounts per year they were in effect.

A3: “**Bid 14-XXX, Previous Bid Submittal Pricing**” has been uploaded onto the FTP Site.

Q4: In reviewing the bid document, I don't see the Proposal Format - The items to be submitted in a particular order at the time of proposal submission. Please advise and/or provide.

A4: There is no required document order for bid submittals.

Q5: On page 36, paragraph 5 -Vendor must provide five (3) references. Please clarify if it is five or (3)?

A5: Five (5). Please see Revision 1 below.

Q6: How many Holidays each year are your facilities closed?

A6: Multiple facilities listed in Bid Documents are not closed on Holidays. Board of County Commissioners close offices for 10 holidays: New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans Day, two days at Thanksgiving and two days at Christmas.

Q7: Can you please provide an employee count for each location?

A7: Please see Bid Sheet for employee count for each location on FTP Site.

Q8: Formally request the current janitorial contract, issued proposal and pricing or invoice copies for the vendor servicing Polk County Janitorial Services for Area A, B and C?

A8: See above Question 1, Answer 1.

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

Addendum # 2

Revision 1

Bid Package, Qualification #5 (pages 36-37)

Delete in its entirety:

Vendor must provide five (3) references from clients in which the bidder has performed marble floor refinishing or maintenance 10,000 square feet surface as prime vendor or if a subcontractor will be performing these services bidder must provide same references for the subcontractor within the past five (5) years. Each reference should include:

- a. Name of the client
- b. Address of the client
- c. Contact person to include:
 - i. Phone number.
 - ii. Email address.
- d. Period of Performance (start and end date of the services)
- e. Brief description of the services provided.
 - i. To include (minimum of 10,000 square feet)

Replace with:

Vendor must provide five (5) references from clients in which the bidder has performed marble floor refinishing or maintenance 10,000 square feet surface as prime vendor or if a subcontractor will be performing these services bidder must provide same references for the subcontractor within the past five (5) years. Each reference should include:

- a. Name of the client
- b. Address of the client
- c. Contact person to include:
 - i. Phone number.
 - ii. Email address.
- d. Period of Performance (start and end date of the services)
- e. Brief description of the services provided.
 - i. To include (minimum of 10,000 square feet)

Clarification 1

The County advises vendor to include a base labor rate of \$15.00 per hour for staffing in their prices submitted. The County will not approve annual price increases for wage increases. Price increases, if applicable, will be approved in accordance with General Conditions page 17, which states:

“Price Increase: The Procurement Director reserves the right to increase/decrease price after the bid has been in place for a minimum of 12-months, when it is in the best interest of the County. Increases/decreases will be determined by the Consumer Price Index (CPI-U) unless otherwise stated in the Special Conditions.”