

September 10, 2024

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

ADDENDUM # 3

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/answers, revision and documents added to the FTP Site.

FTP Site:

To obtain a copy of revised Bid Sheets and Addendum 3 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 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. 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 4 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:

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- Q1:** Does the minimum number of hours specified in the file apply to each individual employee or to the total number of employees? For example, Auburndale Clinic has a minimum of 3 hours, is this per employee or for both employees.
- A1:** Per employee.
- Q2:** What is the current budget for each Groups.
- A2:** There is no set budget, the services are paid from the operating budget.
- Q3:** Did the county take into consideration the current inflated prices when setting the budget for Group A, B & C?
- A3:** See above response Addendum 3, Question 2.
- Q4:** Can you please provide a breakdown of each bldg., for the percentage of Carpet, VCT, Ceramic, etc?
- A4:** The County cannot provide a breakdown of flooring percentages.
- Q5:** Can you please provide a Restroom count for each location including the number of fixtures?
- A5:** The County cannot provide a restroom counts and fixture counts for each location.
- Q6:** Regarding disposable products i.e., Trash bags, Toilet Paper, Paper Towel, Hand Soap, etc. Can you please provide a current usage amount, or average number of cases used each month for each location?
- A6:** The County does not track this information and can not provide an average.
- Q7:** Can you please provide a list of all the disposable products that are used in your facilities?
- A7:** Please see Bid Package, Supplies Needed - page 54.
- Q8:** Is there a way we can have information about the type of floors each building has?
- A8:** Please see response above Addendum 3, Question 4.
- Q9:** The Scope of Work Checklist states - High dust horizontal surfaces above 70". What is the upper limit of this item?
- A9:** Maximum of 20 feet.
- Q10:** What sites require a golf cart to be used by the vendor?
- A10:** Please see Bid Package, Transportation - page 76.
- Q11:** Can we have addresses to the individual locations per zone that are to be serviced under this contract?
- A11:** Addressed are provided for each groups individual locations on Bid Sheet located on the FTP site.
- Q12:** Are there any specific requirements for staffing (Day Porter/Night Porter) for any of the locations that are to be serviced under this contract?

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A12: Please see Bid Package, Health Department - Item #13, page 66 and day/hour requirements listed on Bid Sheets found on the FTP Site.

Q13: Are there any wage requirements under this contract?

A13: See Addendum 2, Clarification 1.

Q14: What is the projected start date for this contract?

A14: Anticipated start date of December 1, 2024.

Q15: *“Exterior screens must be removed and replaced by the vendor. Exterior sills must be cleaned at the same time.”* **1)** Can you please explain further? **2)** Where in the pricing should this be included? **3)** Do you provide any of the materials or is the vendor responsible for material and labor?

A15: **1)** Exterior Window screens must be removed prior to clean and replaced after by the vendor. Exterior Window sills must be cleaned at the same time. Some locations have Hurricane Shutters that will be removed or opened by a Facilities Management Representative prior to cleaning and replaced by a Facilities Management Representative.

2) Include in your Monthly Cost.

3) Vendor responsible for supplies, material and labor.

Q16: Are there any bond requirements for this contract?

A16: No.

Q17: Where can we find the list of performance penalties?

A17: **“Bid 24-610, Deficiency Deduction List,”** has been provided on FTP Site.

Q18: Can we obtain information/specifications on the building exteriors heights for those buildings that require outside window cleaning?

A18: The County cannot provide heights; all exterior and interior windows must be cleaned every six (6) months. These building are no more than 2 stories and the number of floors are listed on the Excel Bid Sheet for each group.

Q19: In the Tax Collector Call Center, why is there a minimum of 2 hrs. of cleaning for a small location?

A19: This location has cubicles and requires attention to detail.

Q20: Who is the current janitorial (custodial) service contractor for Each Group?

A20: See Addendum 2, Question 1.

Q21: What is the cleaning frequency per location? I.e., 3 or 5 or 7 days week

A21: Information has been provided on Excel Bid Sheets located on the FTP site.

Q22: What is the square footage or % breakdown by floor type: VCT, TILE, CARPET?

A22: Please see above response Addendum 3, Question 4.

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- Q23:** If any, can you please tell us what your biggest issues or concerns you have with your current service provider(s)?
- A23:** Annual Bid is up for renewal, no issues or concerns to disclose.
- Q24:** What is the average monthly amount of non-performance penalties imposed on current contract? If applicable.
- A24:** Non-performance penalties are based on occurrence; we do not have an average monthly to provide.
- Q25:** What are the cost adjustment provisions for contract extensions and/or optional renewal terms?
- A25:** See Bid Package: General Conditions, Item #20 Price Increase, page 17.
- Q26:** What is the evaluation criteria for this project?
- A26:** This is not a Request for Proposals (RFP) there is not an evaluation criteria. Please see Bid Package, Qualification – page 36-37 for minimum requirements requested of vendors.
- Q27:** Does Polk County have an estimated contract value (Government Estimate) of what the total price per group should be to eliminate lower-than-normal prices in vendor responses?
- A27:** No, annual cost is based on what the bidders provide on the bid sheet. Estimated Annual Spend includes all services: monthly, semi-annual, quarterly and out of scope services. (Fiscal Year – October 1, 2022 through September 30, 2023)
Group A - \$1.3 million
Group B - \$706,000.00
Group C - \$720,000.00
- Q28:** As it relates to the minimum man-hour requirement, what are the repercussions for vendors not meeting the minimum man-hour requirement by building? There is no mention in the deficiency deduction list.
- A28:** If the work is not completed as required in the bid documents due to lack of meeting man-hours the appropriate deficiency deduction will be applied. For example: If Vendor fails to provide all the scope of work, 10% will be deducted from the monthly unit price.
- Q29:** How will the county evaluate that all vendors have factored in the minimum manhour requirement for each building?
- A29:** Each location has sign-in sheets and/or security systems with badge access records for check in/out purposes. Evaluation will also be based on inspection reports, occupancy feedback, employee rosters and cleaning condition of buildings.
- Q30:** Considering Polk County requires an annual price, please confirm that an annual Consumer Price Index will be considered.
- A30:** See Bid Package: General Conditions, Item #20 Price Increase, page 17.

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Q31: As stated during the pre-proposal conference and before the site tour, can you please confirm that all vendors should factor in our labor rate of \$15.00 per hour for staffing?

A31: See Addendum 2, Clarification 1.

Q32: Does Polk County have a measuring system to ensure that vendors are bidding the \$15.00 per hour and nothing lower?

A32: No, see Addendum 2, Clarification 1. It is the responsibility of the vendor to do so.

Q33: If all vendors are required to pay \$15.00 per hour in the first year in spite of the living or minimum wage, what consideration will be made in option year CPI increases if no changes to minimum wages are required?

A33: See Bid Package: General Conditions, Item #20 Price Increase, page 17. Vendors are not required to pay a minimum of \$15.00 per hour, however they should factor in a minimum of \$15.00 per hour when determining their unit pricing.

Q34: Are company vehicle(s) permitted to park overnight at all locations with parking areas?

A34: Vehicle(s) can be left if space is available.

Q35: Under the Qualifications Section, do we need to submit different references under each Client reference category?

A35: No, the same client can be used for each reference section if they meet the requirements for services performed.

Q36: 1) Do we need to submit client references along with the bid? 2) If yes, is there any form or format that the county wants us to follow?

A36: 1) As stated in Bid Package, Qualification – page 36 “All documentation and information requested in the Qualifications section should be included with the vendor’s submittal or must be provided within three (3) business days upon request and prior to award.”
2) No specific format, all information requested must be provided.

Q37: Will vendors payroll records be audited to ensure they have factored in the minimum hours and \$15.00 per hour, per location and also providing the hours as required?

A37: No. See above response Addendum 3, Question 33.

Q38: Are resumes required as submittal documents to verify floor technician's experience? 2-year experience requirement for floor technicians and 5 year experience for Marble, stone care. (8.C. Floor Technician)

A38: Resumes for Floor Techs are not required with submittal documents. Facilities Management Representative will request from the awarded vendors.

Q39: The previous IFB did not require auto scrubbers for buildings 25,000 square feet or more. Can you confirm that an auto scrubber is required for locations 25,000 sq ft or more?

A39: Yes. Please see Bid Package, Floor Scrubbing - page 55.

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Q40: Are there any specific requirements relative to the auto scrubber requirement? Example: Battery powered, electric, size, etc.

A40: No.

Q41: Should vendors factor one auto scrubber per location?

A41: No, please see Bid Package, Floor Scrubbing - page 55 for a list of locations floor scrubber is required.

Q42: It was stated during the site tour that the county is growing. How will Polk County determine which group to add newly constructed buildings to relevant groups?

A42: This would be determined by the new locations address. Awarded vendor for that Group would provide a proposal for monthly cost, upon approval by Facilities Management Representative an Amendment would be issued.

Q43: 1) Please provide a breakage of square foot of different floor type by space (for eg: carpet, hard floor, vinyl, wood, ceramic, cement etc). 2) Also, provide quantity of restroom fixtures (toilet, urinal, washbasin, mirror etc)

A43: 1) Please see response above Addendum 3, Question 4. 2) Please see response above Addendum 3, Question 5.

Q44: Is there a link to find out what the current contractors are charging for Groups A, B and C?

A44: See Addendum 2 documents uploaded to the FTP Site for pricing submitted for Bid 19-481. Please see Addendum 3 documents uploaded to the FTP Site, providing a recent invoice from each Group.

Q45: Does the exterior window cleaning at the Bartow Courthouse include all floors of the building?

A45: Yes.

Q46: Is there any automatic annual increase should the contract renew for years 2-5, or does it stay at the initial bid price?

A46: There are no automatic annual increases. See Bid Package: General Conditions, Item #20 Price Increase, page 17.

Q47: What does the column labeled "frequency" refer to on the bid sheets?

A47: Frequency indicates the number of months, unless otherwise specified.

Q48: Can you provide a breakout of the flooring? Carpet vs Hard Flooring.

A48: Please see response above Addendum 3, Question 4.

Q49: Can you provide the previous bid tabulation?

A49: Documents provided on FTP Site, Addendum 2 folder.

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Q50: What is the proposed budget for Year 1 of the contract?

A50: See above response Addendum 3, Question 2.

Q51: What was the annual expenditure for the most recent 12 month period?

A51: Estimated Annual Spend includes all services: monthly, semi-annual, quarterly and out of scope services. (Fiscal Year – October 1, 2022 through September 30, 2023)

Group A - \$1.3 million

Group B - \$706,000.00

Group C - \$720,000.00

Q52: How long after the companies are recommended do you anticipate the start date will be?

A52: Please see above response Addendum 3, Question 14.

Q53: What is the current monthly cost for each group?

A53: Current Invoice has been uploaded onto the FTP Site, Addendum 3 Folder.

Q54: In Group A, how many hours are needed for "Item 12 - day porter at the tax collector - Bartow office"? The service description and min. hours differ.

A54: Please see corrected bid sheet labeled, " Bid 24-610 Bid Sheet – Group A, B & C – Revised Addendum 3" on FTP.

Q55: We'd like to formally request the current janitorial contract, issued bid proposal and pricing or invoice copies for the vendors servicing Polk County Janitorial Services for Area A, B and C?

A55: "Bid 19-481, Previous Bid Submittal Pricing," was provided in Addendum 2. Addendum 3 Folder on the FTP Site provides the previous bid package, all addendums and current invoice for each group. The previous Bid 19-481 is being provided for informational purposes only and is not incorporated into Bid 24-610.

Revision 1

Bid Sheets for Group A & Group B has been revised:

Group A: See above response Addendum 3, Question 54.

Group B: Sheriff's Office Classrooms #1-7 and Sheriff's Office Training Center have been removed. Burnham McCall Training Center has been added.

Revised bid sheets has been provided on the FTP Site, labeled: "**Bid 24-610 Bid Sheet – Group A, B & C – Revised Addendum 3.**"