

**Addendum #0001 to the following  
Invitation to Negotiate ITN #C4-GS-ITN01  
Janitorial Services for the Northeast Region Headquarters**

This addendum serves to provide the Department's official responses to all written inquiries submitted by the deadline specified in Section 2.5 of the ITN:

1. **INQUIRY:** Who is the current contractor?

**DEPARTMENT RESPONSE:** The current contractor is Mister Gene Clean.

2. **INQUIRY:** What are the current contracted prices for each of the line items?

**DEPARTMENT RESPONSE:** This was an emergency procurement; therefore the Department did not request a line item budget. The current month-to-month rate is \$5500.00 per month.

3. **INQUIRY:** Please provide the incumbent contractor's project budget summary sheet.

**DEPARTMENT RESPONSE:** See response above. A projected budget summary was not requested by the Department.

4. **INQUIRY:** How many hours are needed for the day porter? How many hours are needed for the night porter? Does the vendor provide the day porter or will they be hiring yours?

**DEPARTMENT RESPONSE:** One day porter is required for 8 hours Monday through Friday from 8 to 5. The number of hours for the evening crew to clean is approximately 3 hours per night. The day porter is a vendor employee.

5. **INQUIRY:** Is there a requirement to pay a bid bond or evidence of the ability to provide a performance bond?

**DEPARTMENT RESPONSE:** No. The form on page 68, items # 2.c and 2.d are N/A for this proposal.

6. **INQUIRY:** What is the percentage of carpet vs tile in the building?

**DEPARTMENT RESPONSE:** There are 63,700 square feet of carpet which is approximately 58%. There are 9,700 square feet of vinyl composition tile; 1,104 square feet of terrazzo in the atrium and 502 square feet of tile in the break room.

7. **INQUIRY:** Section 4:23 is named Tab 1 and Section 4:24 is named Tab 1 as well. Please clarify.

**DEPARTMENT RESPONSE:** Both sections are part of the form entitled Master Certifications. Section 4:24 is not mandatory but can be completed if the vendor qualifies for one of the tie-breaking criteria listed.

**8. INQUIRY:** Is propane burnishing equipment allowed in the building to perform floor maintenance? Is there an outdoor storage container for storing propane canisters?

**DEPARTMENT RESPONSE:** Propane floor care equipment is authorized for use inside the building. Propane canisters can be stored in our flammable storage locker outside the building.

**INQUIRY:** Is there a janitorial closet or storage? Where is it located?

**DEPARTMENT RESPONSE:** Yes. The janitorial closet is located on the first floor in the maintenance area.

**9. INQUIRY:** Is deep cleaning of the carpet part of the services?

**DEPARTMENT RESPONSE:** No. The mechanical deep cleaning of the carpet is a separate bid not included in this contract. The contract does include spot cleaning of the carpet as needed.

**10. INQUIRY:** Is there a wage determination for this project?

**DEPARTMENT RESPONSE:** The State of Florida Minimum Wage is the only criteria.

**11. INQUIRY:** The sample pricing sheets indicate a 5% indirect cost. Are we constrained by that percentage? Is there a line for profit?

**DEPARTMENT RESPONSE:** Profit may be included in the Indirect Line. 5% was used as guideline, but it may vary. The amount of Indirect percentage needs to be justified and reasonable. Cost competitiveness will be an important consideration in the award of the contract.

**12. INQUIRY:** Please clarify the tabs for the various sections of the reply.

**DEPARTMENT RESPONSE:** There is an error in the tab numbering on pages 20 and 21. It should state the following:

"**Section 4.3.1** Vendors must provide thorough and specific replies in the Janitorial Services Reply for how they propose to address each of the Janitorial Services requirements as specified in **Section 4.2.5 through 4.2.9** of this solicitation, and must include all the documentation required in **Section 4.2.11** in a separate Cost Proposal, as well as the separate Financial Stability Documentation required in **Section 4.2.10**."

"**Section 4.3.4** Replies must be typed, single-spaced, on 8-1/2" X11" paper. Pages must be numbered in a logical, consistent fashion. Figures, charts and tables should be numbered and referenced by number in the text. The reply must be bound in 3-ring binders, labeled and submitted in Tabbed Sections in the order listed in **Sections 4.2.5 through 4.2.9** for the Janitorial Services section of the reply, **Section 4.2.11** for the separately bound Cost section of the reply, and **Section 4.2.10** bound separately for the Financial Stability Documentation."

**13. INQUIRY:** Is there public access to the building?

**DEPARTMENT RESPONSE:** Yes. There are conference rooms available to our community partners and an auditorium that is commonly used by other agencies that holds approximately 100 persons.

**14. INQUIRY:** How many total restrooms are in the building? How many break rooms?

**DEPARTMENT RESPONSE:** There are 6 public restrooms total; 2 on each floor. There are 2 private restrooms; one in the Regional Managing Director's office and one in Lea's Place for the children. There is one official break room on the second floor. In addition, there are several areas where staff have refrigerators, microwaves, and coffee pots.

**16. INQUIRY:** Is stripping of the wax floors part of the contract scope?

**DEPARTMENT RESPONSE:** Yes. The floors are stripped two times per year, in May and November on the holidays when there are a minimal number of staff in the building.

---

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN S. 120.57(3), F.S., OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, F.S.