



**State of Florida
Department of Children and Families**

Rick Scott
Governor

Mike Carroll
Secretary

Bob Gibson
Administrator

**For Prospective Respondents for the following
ITB# ITBJA20180509 – North Florida Department of Children and Families**

DATE: May 30, 2018

TO: Prospective Respondents to ITB# ITBJA20180509 – JANITORIAL SERVICES

FROM: Keisha Bennett, Procurement Manager

SUBJECT: Vendor Questions – Department Responses

The Department responses are in [blue](#).

Question 1: Regarding required hours. What are the required hours per week and hours per month? Exhibit C, C-2.1 ITB page #5

[There will be no required weekly hours if the needs of the Department are met and the required minimum of 2,464 hours per month are met.](#)

Question 2: Regarding Shifts. Will employees work eight-hour shifts? C-2.1.1, C-2.1.2.2

[Employees will work eight hour shifts each day, with the exceptions of Saturday, Sunday, & State recognized holidays.](#)

Question 3: Regarding quarterly and semi-annual services. Are the quarterly and semi-annual services to-be included in the listed hours per month? Exhibit C, D ITB page #3

[Quarterly and semi-annual services are to be included in the listed hours per month.](#)

North Florida Evaluation and Treatment Center 1200 NE 55TH Blvd. Gainesville, FL 32641

Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency



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Question 4: Regarding annual spend. Will you please provide annual spend information for paper products for the secure area?

The provider will be responsible for supplying paper products for the contract. Current spend behind the secured areas is as follows:

*Paper Towels 1388 per calendar year @ \$6.01 per roll.

*Toilet Paper 15,500 rolls per calendar year @ \$.31 per roll.

Question 5: Regarding a listing of the service area that require weekend services. Will you please provide a list of the buildings/areas that will require weekend service? Also, shifts requested? Exhibit D-1, D-1 6 pages 8-9

Three-hour shifts will be provided to the following areas on Saturday, Sunday, & State recognized holidays.

*Administration: Lobby, adjoining restrooms, & visitation. (pulling trash, replacing liners, & sweeping).

No, shifts will be required to provide services behind the secured areas after business hours.

Three-hour shifts will be provided to the following areas beginning 5 pm on Saturday, Sunday, & State recognized holidays:

* Administration: Lobby, adjoining restrooms, & visitation. (pulling trash, replacing liners, & sweeping)

Question 6: Regarding Shifts. Will employees work eight-hour shifts? C-2.1.1, C-2.1.2.2

Employees will work eight hour shifts each day, with the exceptions of Saturday, Sunday, & State recognized holidays.

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Question 7: Regarding staffing. Will you please provide a listing of the required staffing? Which areas require Saturday and Sunday shifts, how many housekeepers and for how long do you require them to be there? Exhibit C 2.1.1 page 5 (staffing) Exhibit D-1 page 7 (deliverables)

D-1. (1) full-time Site Manager; one (1) full-time Supervisor, twelve (12) full-time housekeepers (8 hours each day, M-F, specific areas on the weekends as indicated in Exhibit D1), and as indicated in a monthly staff roster. The deliverables must be received and accepted by the Contract Manager in writing prior to payment, subject to subsequent audit and review and to the satisfaction of the Department.

Question 8: Regarding budget. What is the budget allocated for this project?

The budget allocated for this project is up to \$150,000 per year.

Question 7: Regarding floors. Is the stripping and waxing required to be included in the contract? What is the square footage of the VCT to be stripped and waxed? Section D1-11 page 11

Stripping and waxing of the floors is required to be in the contract and the square footage to be cleaned is as follows:

- * Building 2 Main Lobby – 2,043 square feet
- * Visitation – 1,503 square feet
- * Building 3 – 1,620 square feet
- * Clinic – 4,240

The Administration Building square footage is:

- * Gross -- 28,300 square feet
- * Net Cleanable -- 21,919 square feet

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Question 8: Regarding chemicals. What is required for chemicals? D-1 page 14

Any chemical or chemical product used by the contractor shall be approved by the facility and MSDS sheets provided before the chemical is introduced into the facility.

*MSDS sheets attached for chemicals currently used at the facility.

Question 9: Regarding Management. Is it a requirement for the Site Manager to have a bachelor's degree in Hospitality? C-2.1.4 page 6

No, it is preferred but not a requirement.

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