



MEMORANDUM

ADDENDUM NO. 2

Date: January 16, 2019

To: Proposers

From: Gail Brown
Procurement Specialist
Florida's Turnpike Enterprise

Subject: DOT-RFP-19-8003-GB
Comprehensive Janitorial Services For Turnpike Enterprise Headquarters Complex

Proposers and other interested parties are informed that the above referenced document is hereby revised, changed and supplemented as set forth below:

1. The Advertisement, Page 2, Section 2-B has been revised to amend the Business Tax Receipt requirements from the city limits of Ocoee, Orange County and Orlando, Florida to the city limits of Ocoee and Orange County, Florida.
2. The Special Conditions, Page 6, Section 9.1-B has been revised to amend the Business Tax Receipt requirements from the city limits of Ocoee, Orange County and Orlando, Florida to the city limits of Ocoee and Orange County, Florida.
3. Exhibit "A," Scope of Services, Page 4, Section 6.0-B has been revised to amend the Business Tax Receipt requirements from the city limits of Ocoee, Orange County and Orlando, Florida to the city limits of Ocoee and Orange County, Florida.

Please remove Page 2 of the Advertisement, Page 6 of the Special Conditions and Page 4 of Exhibit "A," Scope of Services and replace them with the revised Page 2 of the Advertisement, Page 6 of the Special Conditions and Page 4 of Exhibit "A," Scope of Services dated 1/15/19.

The Proposer shall acknowledge receipt of each addenda to this Request For Proposal by completing Form No. 6, Addenda Acknowledgement Form (included with the Proposal Documents) and enclosing the same with your Technical Proposal.

A. Certification and Registration

The Vendor shall hold and keep in force during the term of the Contract, a valid and current certificate/license, in accordance with the laws of the State of Florida, authorizing the Vendor to perform the specified work, and have all required federal, state, and local licenses and permits. All sub-vendors shall be properly certified/licensed, meeting the requirements under the respective trade category for the work to be performed under this Contract.

B. Business Location

The Vendor shall have a current and valid Business Tax Receipt which states the name of the Vendor, street address of the business where all the work covered under the Contract will be handled, and the type of work that the Business Tax Receipt is issued for (which must be for the same type of services required in the Contract). The Vendor shall be required to provide the Department verification of a Business Tax Receipt in the county where the business is physically located. If awarded the Contract, the Vendor shall be required to provide the Department verification of a Business Tax Receipt in the city limits of **Ocoee and Orange County**, Florida, where the services are being provided at the Pre-Work Conference.

C. Certification of Experience

The Vendor shall have been actively involved in providing commercial janitorial services for a minimum of four (4) years. The Vendor shall have provided services for the past two (2) consecutive years for a single commercial office facility, similar in size and type of services being requested within the Scope of Services. The Vendor shall provide a minimum of four (4) current references, each similar in building size and office type, and each of which the Vendor has performed janitorial services similar to those being requested by the Department. The Vendor shall provide contact names, phone numbers, addresses, and a brief description of the type of services being performed for each reference.

D. The Vendor shall have an OSHA Occupational Health and Safety Compliance Program in place, and provide a copy of the same, to the Department prior to Contract execution.

E. The Vendor shall have appropriate and relevant experience in providing the type of services being requested by the Department under this Contract. The Vendor shall hold and submit a current International Sanitary Supply Association (ISSA) certification, Cleaning Industry Management Standard Green Building (CIMS-GB) and ISSA Cleaning Management Institute (CMI) educational program certification or other certification as approved by the Department. If the Vendor does not have the aforementioned certificates upon Contract execution, the Vendor will be allowed to obtain the CIMS-GB certification or approved other certificate within the first one hundred eighty (180) days of the Contract start date. For additional information on CIMS-GB certification, visit <https://www.issa.com/certification-standards/cleaning-industry-management-standard-cims>. The Vendor's failure to complete the ISSA CIMS-GB certification within one hundred eighty (180) days of the Contract start date shall constitute sufficient cause for termination of this Contract by the Department.

F. The Vendor shall submit, a sample of the proposed inspection forms that will be used as part of its quality assurance. Refer to Section 12.0 and Section 14.0 of Exhibit "A," Scope of Services.

Attendance at this Pre-Proposal Conference is MANDATORY. Failure by a Proposer to attend or be represented at this Pre-Proposal Conference will constitute a non-responsive determination of their proposal package. Proposals found to be non-responsive will not be considered.

9) **QUALIFICATIONS**

9.1 **General**

The Department will determine whether the Proposer is qualified to perform the services being contracted based upon their proposal demonstrating satisfactory experience and capability in the work area. The Proposer shall identify necessary experienced personnel and facilities to support the activities associated with this proposal. The Vendor shall maintain and keep in force throughout the term of the Contract, renewals and extensions, and all required licensing, insurance, certification(s), and trained and experienced workforce needed and as required within the terms and conditions of this Contract. Failure of the Vendor to strictly comply with these requirements will be sufficient grounds for the Department to declare the Vendor in default and subject to the terms of Section 6, Termination and Default, of the Standard Written Agreement.

Proposer and Staff Qualifications/Certifications/Designations and Requirements:

The Vendor shall hire only experienced and trained personnel for this project, approved in advance and in writing by the Department. The Vendor shall only request approval for persons who are free of criminal convictions such as theft, fraud, larceny and other related crimes in addition to all required certification(s) and qualifications. During the term of this Contract, the Vendor shall be and remain, properly licensed and insured in the State of Florida.

The Department reserves the right to reject any proposed employee that the Vendor submits for approval to work under this Contract.

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C. Certification of Experience

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G. The Vendor shall provide all frontline cleaning professionals (Supervisors, Janitors, Day Matron(s), Day Porter(s), and other specialized cleaning professionals) with verifiable and certified training. Training will be conducted by a certified trainer utilizing only established, applicable, and relevant janitorial procedures as they relate to each task being performed and as identified throughout the Scope of Services.

H. The Vendor shall use a program that has been verified under the **ISSA Cleaning Management Institute (CMI)** program or other training program as approved by the Department for delivering the required training and certifications. The ISSA CMI program is designed to increase professionalism and demonstrate a commitment to effective training. Specifically, the program is focused on training and certifying frontline cleaning professionals, verifying training programs and training facilities to a set industry standard and improving the skills of industry trainers through a comprehensive workshop.