



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

Rick Scott
Governor

Mike Carroll
Secretary

Lisa Mayrose
*Regional Managing
Director*

**Department's Response to Inquiries
ITN #23GS17005
Janitorial Services for Region Headquarters**

1. INQUIRY: Question regarding the Notice of Intent to Submit a Reply – the instructions indicate that it must be mailed. Can we submit this by email as well?

DEPARTMENT RESPONSE: Yes.

2. INQUIRY: Is there a breakdown of square footage of VTC vs Carpet?

DEPARTMENT RESPONSE: See **Attachment A**. Hard floor areas are outlined in green.

3. INQUIRY: How much of the parking lot are we responsible for?

DEPARTMENT RESPONSE: All parking areas. **See Attachment B**.

4. INQUIRY: How many restrooms are there?

DEPARTMENT RESPONSE: There are four women's restrooms and four men's restrooms. Also, there are two unisex restrooms in the front of the building, just off the lobby.

5. INQUIRY: What is on the floor on the rest room?

DEPARTMENT RESPONSE: Johnsonite. See **Attachment C** for care and cleaning.

6. INQUIRY: Is there cleaning on the 2nd floor

DEPARTMENT RESPONSE: You will not have to clean the 2nd floor on a daily basis. However, there could be a special occasion where we would need you to clean upstairs. This has only happened once in the last year.

SunCoast Region, 9393 North Florida Avenue, Tampa, Florida 33612-7907

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

7. INQUIRY: What is the square footage of the parking lot area?

DEPARTMENT RESPONSE: Approximate square footage of parking lot area is 288,375 sqft. See **Attachment B**.

8. INQUIRY: How many paper products are used?

DEPARTMENT RESPONSE: Per current vendor, it is approximately 30% of monthly income.

9. INQUIRY: Does the current price include paper supplies?

DEPARTMENT RESPONSE: Yes.

10. INQUIRY: What are the day porter hours?

DEPARTMENT RESPONSE: 7:30 am to 5 pm.

11. INQUIRY: Do you have the number of glass windows in the office and number of panes?

DEPARTMENT RESPONSE: There are approximately 193 panes of exterior glass. This includes glass doors.

12. INQUIRY: Do we need to clean the kitchen area?

DEPARTMENT RESPONSE: You will not have to clean the kitchen, only sweep/mop/wax the floor immediately behind the front counter.

13. INQUIRY: Do we need to clean the desks?

DEPARTMENT RESPONSE: We would ask that you wipe overheads and dust any vacant offices or cubicles as well as the tops of filing cabinets, book shelves and any other horizontal surface.

14. INQUIRY: What is the time frame for getting those answers back to us?

DEPARTMENT RESPONSE: Our responses are due back by 4/15/2016 at 5pm.

15. INQUIRY: What is the current price?

DEPARTMENT RESPONSE: The current price is \$117,453.60.

16. INQUIRY: Are we allowed to take pictures?

DEPARTMENT RESPONSE: No.

17. INQUIRY: How soon after we take over would we be able to do the first initial carpet cleaning and strip & wax?

DEPARTMENT RESPONSE: After the Purchase Order is approved and you coordinate with our General Services department.

18. INQUIRY: Is the building going to be completely empty after 5 pm?

DEPARTMENT RESPONSE: Typically after 5 most employees are gone. However, there could be employees that are working late.

19. INQUIRY: Is this going to the lowest bidder?

DEPARTMENT RESPONSE: Selected vendor will be the bidder that is most qualified.

20. INQUIRY: Are we responsible for picking up the chair mats, or does the worker move that chair mat?

DEPARTMENT RESPONSE: DCF staff will remove and replace chair mats.

21. INQUIRY: Do we need to clean the glass dividers?

DEPARTMENT RESPONSE: Yes all glass dividers must be cleaned inside and outside.

22. INQUIRY: What is the square footage of the cleaning area?

DEPARTMENT RESPONSE: The cleaning area is 115,000 square feet.

23. INQUIRY: Is the day porter picking up the parking lot, or is it done by additional staff in the Evening?

DEPARTMENT RESPONSE: The day porter typically picks up the parking lot.

24. INQUIRY: May we have a list of all vendors attending the Solicitation Conference?

DEPARTMENT RESPONSE: See **Attachment D**.

25. INQUIRY: Could you please specify if interior glass at all heights and on which frequency?

DEPARTMENT RESPONSE: There are approximately 222 panes of interior glass. They range in size from 72" x 48" to 72" x 18". Interior glass must be cleaned once per quarter.

26. INQUIRY: Could you please give us an estimate on daily visitors/clients using the facilities?

DEPARTMENT RESPONSE: Last month we averaged 380 clients in the client lobby, and an additional 370 visitors at the Front Desk.

27. INQUIRY: Could you please give us an estimated cost of monthly supplies?

DEPARTMENT RESPONSE: Per current vendor, it is estimated at approximately 30% of monthly income.

28. INQUIRY: Section 3.2.3 specifies that the contractor is responsible for all labor, equipment, services, cleaning supplies, and paper products. Are plastic bags and hand soap provided by the Department of Children and Families?

DEPARTMENT RESPONSE: The Department does not supply plastic bags and soap. Plastic bags and hand soap are provided by the janitorial vendor.

29. INQUIRY: In refinishing the floors, how many coats of wax are required?

DEPARTMENT RESPONSE: As many as necessary to bring the floor to a level of shine That is acceptable to The Department.

30. INQUIRY: In the conference, you mentioned there are 4 restrooms in the buildings. Can you please clarify if there are private restrooms and restrooms in public areas and the number of fixtures?

DEPARTMENT RESPONSE: Inside the building, there are 4 women's restrooms, 4 men's Restrooms. Each women's restroom has three stalls and a handicap stall. Each men's restroom has two waterless urinals, one regular stall, and one handicap stall. All have four sinks, three paper towel dispensers, and three soap dispensers. In the front lobby, there are two additional restrooms that are for visiting clients. Each has one sink, one toilet, one paper towel dispenser, and one soap dispenser.

31. INQUIRY: While walking the building, we noticed large spills on the carpet. Is this a daily occurrence? If so, is the expectation to do extraction to remove the spots on a daily basis?

DEPARTMENT RESPONSE: Yes, spots can occur daily and must be removed daily.

32. INQUIRY: Since daily steam disinfectant of the non-carpeted floors is a requirement, will you provide a storage for the specialty equipment?

DEPARTMENT RESPONSE: The janitorial vendor will have an office that includes a desk and shelving to store supplies and equipment. The vendor will also have access to a small storage closet in each of the men's restrooms where a small number of supplies can be kept. These closets do not include shelving.

33. INQUIRY: Based on the requirements of quality control, reports, and project schedule, could you give us an estimate of management hours required per week?

DEPARTMENT RESPONSE: The Department does not require a specific number of management hours. See ITN for staffing requirements.

34. INQUIRY: How many suites are in the facilities, and what are the respective number of offices and cubicles in each?

DEPARTMENT RESPONSE: See **Attachment A**.

35. INQUIRY: How many total storage closets will the janitorial vendor have to store paper products, cleaning supplies, and equipment? Will said closets be equipped with shelves? If so, what are the dimensions of the shelving? What are the approximate dimensions (including ceiling height) of the storage closets?

DEPARTMENT RESPONSE: The janitorial vendor will have an office that includes a desk and shelving to store supplies. They will also have access to a small storage closet in each of the men's restrooms where a small number of supplies can be kept. These closets do not include shelving. Storage closets are approximately 5'x 3' with 7 foot ceilings. There is also a hot water heater in each closet.

36. INQUIRY: What are the total number and specifications – brand, product number, etc. of the following:

- a. Paper Towel Dispensers
- b. Toilet Tissue Dispensers
- c. Hand Soap Dispensers
- d. Hand Sanitizer Dispensers
- e. Toilet Seat Cover Dispensers

DEPARTMENT RESPONSE: Currently, in our building, there are 37 touch free paper towel dispensers, 26 toilet tissue dispensers, 26 hand soap dispensers, and 26 toilet seat cover dispensers. Janitorial vendors are not responsible for the hand sanitizer dispensers.

37. INQUIRY: As per section 3.2.6.2.2 – Kindly provide the specifics on equipment and Supplies that you may prefer the janitorial vendor to use (in addition to what is specified in this section).

DEPARTMENT RESPONSE: We only require that any equipment be approved by Underwriter's Laboratory and meet Occupational Safety and Health Administration (OSHA) standards, as noted in section 3.2.6.2.2.

38. INQUIRY: Will the janitorial vendor receive a copy of the monthly inspection upon Completion – Appendix X for our personal files?

DEPARTMENT RESPONSE: Yes, we will provide the janitorial vendor with a copy of the inspection report.

39. INQUIRY: As per section 3.2.19.14 – Emergency Operation Plan – kindly provide a list of possible emergencies.

DEPARTMENT RESPONSE: In this case, we are talking about building or weather emergencies. For example: if there is a fire or hurricane, we would like to know your plan for evacuating your employees and/or providing us with continued service.

40. INQUIRY: Please provide the total number of trash receptacles both on the interior and outdoor spaces of the facility.

DEPARTMENT RESPONSE: There are approximately 600 trashcans in the building and outside.

41. INQUIRY: Please provide a list of all current subcontractors that your agency has approved to work onsite.

DEPARTMENT RESPONSE: The following contractors are currently approved to work onsite:

- Busto Plumbing
- Four Point Contracting
- Alspach Construction & Electric Co., Inc.
- Suncoast Safe & Lock
- Fleetwash
- Best Communications
- Cintas
- S.A.I., Inc.
- ROTH
- Piper Fire Protection, Inc.
- USSI

42. INQUIRY: Please provide a list of all current MWBE vendors that your agency has approved to work onsite.

DEPARTMENT RESPONSE: At this time, there are no approved vendors that are certified MWBE.

43. INQUIRY: Is the vendor to supply paper products, plastic liners, hand soap, and other Consumables?

DEPARTMENT RESPONSE: Yes, the janitorial vendors will supply those items.

44. INQUIRY: Section 5.2.7 of the ITN states that "The Vendor's reply shall contain Proposed agreement services prices for the initial five year agreement period and Renewal period not to exceed \$120,000.00 annually." If a vendor submits a Proposal that exceeds \$120,000.00 annually, will it be accepted or rejected.

DEPARTMENT RESPONSE: The proposal will not be automatically rejected if it is more than \$120,000.00 annually.

45. INQUIRY: Is the \$120,000.00 requested budget for the first year of the contract with allowances for a 3% annual increase or is the total budget for the 5 year period \$600,000.00?

DEPARTMENT RESPONSE: The Purchase Order may allow for up to a 1% increase per year, based on performance.