



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

**Rick Scott**  
*Governor*

**Mike Carroll**  
*Secretary*

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**RESPONSE TO INQUIRIES  
INVITATION TO NEGOTIATE ITN# 17GS0917-1**

**Vern Melvin**  
*Regional Managing  
Director*

**Painting of the 1<sup>st</sup> and 2<sup>nd</sup> Floors of the North Broward Service Center**

**DATE:** October 24, 2017  
**TO:** Prospective Vendors of ITN# 17GS0917-1  
**FROM:** Richard Shuhala, Procurement Officer  
**SUBJECT:** Vendor Questions and Departmental Responses

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**Written questions received prior to the Solicitation Conference on October 20,  
2017 at 1pm**

**Question 1:** I am interested in bidding for the painting job, please let me know my next step and what you require?

**Response 1:** Carefully read the entire ITB document, and follow the dates and events listed in Section 2.5, Schedule of Events and Deadlines, page 8 of the ITB document, Section 4.1, How to Submit a Bid, page 16 of the ITB document and Section 4.2, Content of the Bid, page 17 of the ITB document.

**Question 2:** Could you send me the plans to do a takeoff or are we to go to a walk thru?

**Response 2:** As part of the Solicitation Conference, on October 20, 2017, Section 2.5, there will be a walk thru of both floors and floor plans will be provided of both floors, as it related to the Scope of Work/Specifications as cited in Section 3, pages 12-14 of the ITB document. Please note Floor Plans are attached at the end of this document.

**Question 3:** What is estimated cost for this project? Is it \$30,000?

**Response 3:** Cost cannot exceed \$97,522.47, see Section 1.5, Definitions, page 5 of the ITB document; Section 3.5, Composition of the Contract, page 15 of the ITB document; and Section 4.2.7, Tab 5, Proposed Pricing, page 20 of the ITB document.

Southeast Region - Circuit 17  
1400 W. Commercial Boulevard, Fort Lauderdale, Florida 33309-3789

**Question 4:** Do you have a union requirement for this project?

**Response 4:** There is no union requirement for this project.

**Question 5:** Can I get a copy of the updated plan holder list?

**Response 5:** As part of the Solicitation Conference, on October 20, 2017, Section 2.5, there will be a walk thru of both floors and floor plans will be provided of both floors, as it is related to the Scope of Work/Specifications as cited in Section 3, pages 12-14 of the ITB document. Please note Floor Plans are attached at the end of this document.

**Questions received at the Solicitation Conference on October 20, 2017 at 1pm**

**Question 6:** Does the bid have to be in a CD-ROM (electronic media)?

**Response 6:** The required electronic format of the bid must be on non-rewritable CD-ROM. The software used to produce the electronic files must be Adobe portable document format ("pdf"), version 6.0 or higher. Bids must be able to be opened and viewed by the Department utilizing Adobe Acrobat, version 9.0. The electronic copies must be identical to the original bid submitted, including the format, sequence and section headings identified in this ITB. The electronic media must be clearly labeled in the same manner as the hard copies and submitted with the corresponding hard copies. The hard copy marked "Original" shall take precedence over the electronic version(s) of the bid and all non-original hard copy versions of the bid in the event of any discrepancy. If a discrepancy is found between the hard copy bid marked "Original" and any of the electronic versions submitted on CD-ROM, the Department reserves the right, at its sole discretion, to reject the entire bid. **See Section 4.1.7, page 16.**

**Question 7:** Are there any weight scales or pay requirements?

**Response 7:** None applicable for this bid.

**Question 8:** How will the crew gain after-hours entry?

**Response 8:** Once background checks are cleared by all members of the crew, DMS (the landlord of the property) will provide a limited number of access badges.

**Question 9:** Do the Lobby doors need to be pre-finished?

**Response 9:** All Lobby doors that are stained are not part of the Scope of Work.

**Question 10:** Does the bidder need to remove and re-install any boards currently installed?

**Response 10:** Yes, included in the Scope of Work is the need to move interior office furniture, filling cabinets, etc. away from walls, remove all dry erasable white boards and

or large cork boards, and remount all boards after painting is completed, and paint in and around existing cubicles in place against all walls. Remove and replace all hard wall offices or special use room numbers after the painting is completed by the Vendor. **See Section 3.2, page 13.**

**Question 11:** What about inside the bathrooms?

**Response 11:** Inside of the bathrooms are not part of the Scope of Work.

**Question 12:** Will the Furniture be moved by bidder?

**Response 12:** Office furniture and filing cabinets will need to be moved away from the wall to allow access for painting and then moved back after painting by the Vendor (do not drag must be lifted). **See Section 3., 2 page 14.**

**Question 13:** Are the inside of the stairwells need to be painted?

**Response 13:** Stairwells are not part of the Scope of Work.

**Question 14:** What about papers that are stuck (taped) to the walls?

**Response 14:** The department will have all papers and items of personal nature removed prior to painting.

**Question 15:** Do the Electronic Projection Screens need to be removed and remounted in room 160/280?

**Response 15:** No, the electronic projection screens will not need to be removed and remounted. Due diligent care should be taken while painting around the equipment.

**Question 16:** Does the job have to be completed by November 30th?

**Response 16:** Yes, due to the funding allocated to this ITB, the Department will require that all work must be completed and invoiced to the Department no later than November 30, 2017 or sooner. **See Section 3.2, page 14.**

**Question 17:** Do we accept Minority Certified Vendor?

**Response 17:** Yes.

**Question 18:** Couple of locations had soffits, does that need painting?

**Response 18:** All painted drywall surfaces need to be painted.

**Question 19:** Office signage need to be removed and reinstalled?

**Response 19:** Yes, Remove and reinstall electrical outlet covers, light switch covers, office numbers, and exterior office signs. **See Section 3.2, page 13.**

**Written questions received by October 23, 2017 at 12pm (Noon)**

**Question 20:** Does Appendix V, Mandatory Requirements Checklist, on page 32, have to be completed and included in the bid proposal?

**Answer 20:** No, it does not need to be included in the bid proposal. This is an internal checklist that the Department will complete at the time of the bid opening of each submitted proposal, to determine if the prospective bidder complied with all of the mandatory requirements. **See Section 4, page 16**, Instructions for Responding to the ITB, to determine if the bidder is responsive to the mandatory requirements.

**Question 21:** Is it possible to have another walk thru on Tuesday, October 24/17, in the morning?

**Answer 21:** No, there will not be an additional walk thru for prospective bidders. At the Solicitation Conference on October 20, 2017 at 1pm, there was a walkthrough of the space to be painted, after the initial walkthrough was conducted, it was announced to all prospective vendors, if they felt the need for another walk thru at this time, the Department was available for the next hour or so for another walk thru with all interested vendors still in attendance for another walk thru.

**Question 22:** I'd like to ask you if there is any possibility to have the plans of the two floors to be painted; I'm not sure if the Square Footage that you gave on the Bid Package if the Square area of the floor or the Square area of the walls to be painted. 19,402 SF first Floor and 47,356 SF second floor.

**Answer 22:** The floor plans for both floors were distributed at the Solicitation Conference on October 10, 2017. The square footage provided for both floors is the square footage that the Department leases on each respective floor, it is not the square footage of the areas to be painted. Please note Floor Plans are attached at the end of this document.

**Question 23:** Will any permitting be required for this job? If so, will the fee be reimbursed by the owner?

**Answer 23:** No, permitting is not required.

**Question 24:** Please confirm that all cubicles are to be cut around and not moved.

**Answer 24:** This is correct. All cubicles are to be cut around and not moved, all visible wall damage will need to be repaired/patched/primed and painted.

**Question 25:** Please confirm that all items located on the walls, such as picture frames, papers, and posters will be removed prior to the job beginning.

**Answer 25:** Yes, all small items, which you noted above, will be removed by the Department prior to painting. All large white boards, cork boards, bulletin boards, casements will need to be removed and re-mounts after painting.

**Question 26:** Is the contractor to remove blinds in order to paint around the windows or just cut around them?

**Answer 26:** The contractor will remove and remount all window blinds in order to paint.

**Question 27:** Are soffits or any instances or drywall ceilings to be painted?

**Answer 27:** All painted soffits or any instances or drywall ceilings will need to be painted.

**Question 28:** Is the contractor to remove room signage for painting or is the signage to be cut around?

**Answer 28:** All wall signage is to be removed and remounted after painting. All room number that that are affixed on the top of the metal door frame will remain in place and will need to be cut in and around for painting.

**Question 29:** We would like the specs on this project in order to bid. Can we can stop by next week if you're available to walk the job with you? Please let me know if this is a possibility.

**Answer 29:** At this time, this is not possible. In order to submit a bid, attendance at the Solicitation Conference on October 20, 2017 at 1pm, was mandatory in order to submit a bid. At this time, there will not be an additional walk thru for prospective bidders. As part of the Solicitation Conference on October 20, 2017 at 1pm, there was a walk thru of the space to be painted, after the initial walkthrough was conducted, it was announced to all prospective vendors, if they felt the need for another walk thru at this time, the Department was available for the next hour or so for another walk thru with all interested vendors still in attendance for another (second) walk thru.

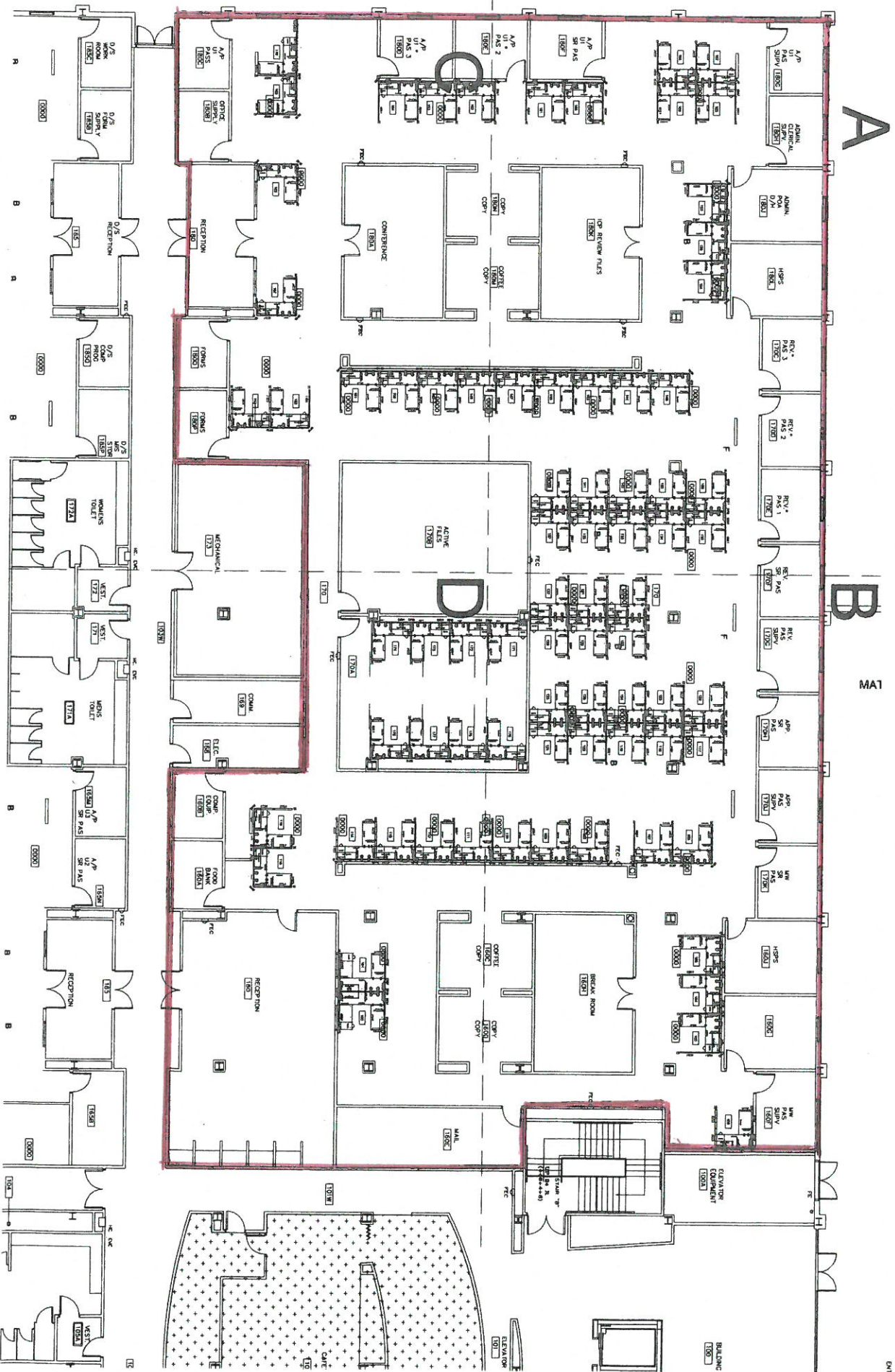
### **PROTESTS AND DISPUTES**

**Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, 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, Florida Statutes.**

**PLEASE BE GOVERNED ACCORDINGLY**



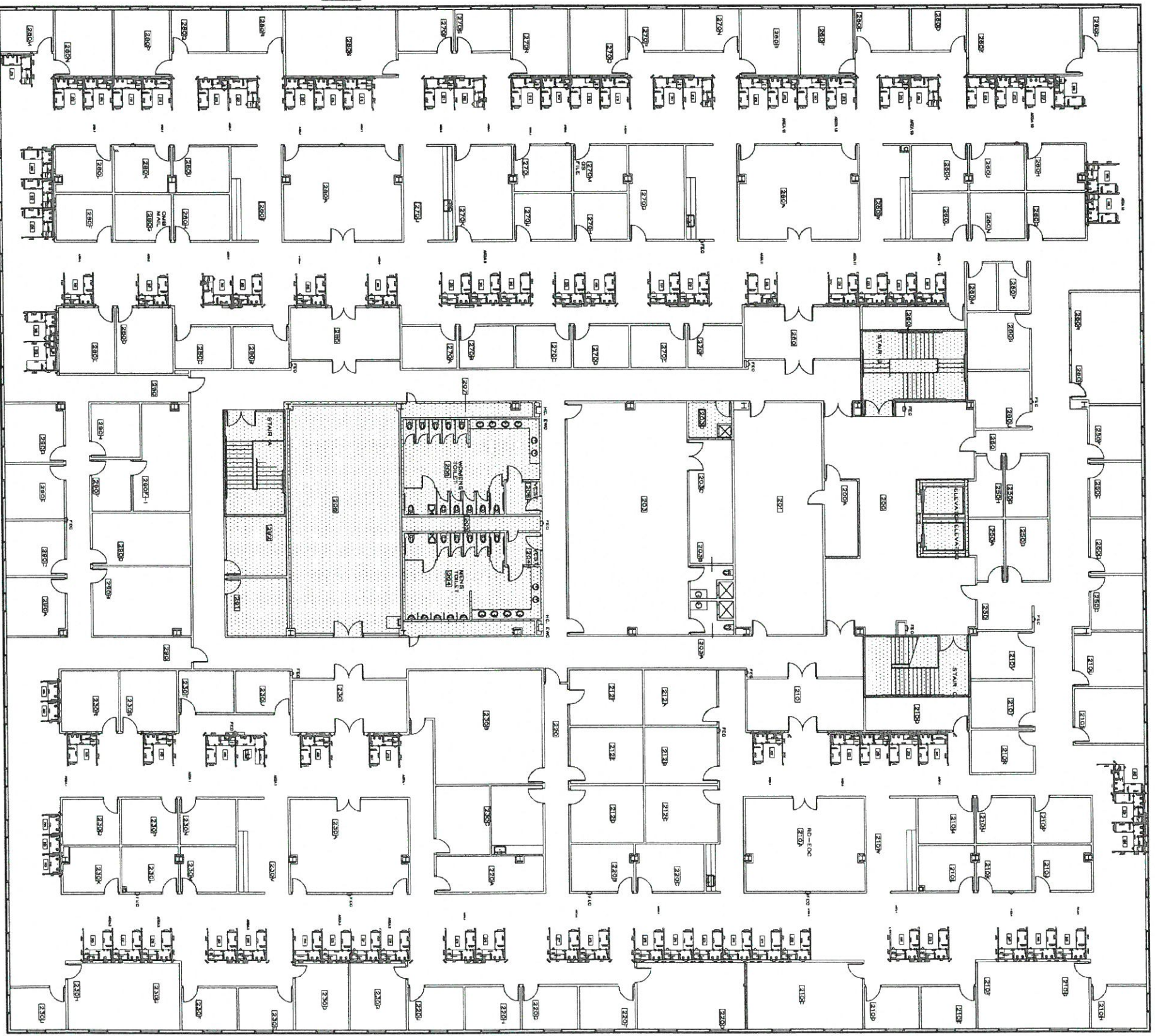
19,402 square feet





2nd Floor

47,356 square feet



## 2nd Floor