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*Managing fish and wildlife
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DATE: FEBRUARY 26, 2019

ADDENDUM NO.: 2

BID NO.: FWC 18/19-49

BID TITLE: FWRI CLEANING/JANITORIAL SERVICES

UPDATE: WRITTEN QUESTIONS AND ANSWERS

The enclosed addendum has been issued for consideration in the preparation of your response to the Florida Fish and Wildlife Conservation Commission's (FWC) Solicitation No. FWC 18/19-49, "FWRI CLEANING/JANITORIAL SERVICES".

All responses to the subject solicitation must be received no later than 10:30 AM (EST) on Tuesday, March 05, 2019.

A response received after the exact time specified will not be considered. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes (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, Florida Statutes. Written notices, formal requests and proceedings must conform with the requirements set forth in Chapter 28-110, Florida Administrative Code (F.A.C.). Protests must be filed with the Purchasing Office, Fish and Wildlife Conservation Commission, 2590 Executive Center Circle, Tallahassee, Florida 32301 within the time prescribed in Section 120.57(3), F.S. and Chapter 28-110, F.A.C.

Sincerely,

Michelle Rutland

Michelle Rutland
FWC Procurement Manager

BEGIN ADDENDUM

QUESTION #1

What type of background checks do you require, and is there a preferred provider?

ANSWER #1

The present vendor uses the Pinellas County Sheriff's Office. FWRI will consider other similar services.

QUESTION #2

Do current employees have the right of first refusal? (Do we have to offer the incumbents the jobs before we hire new staff?)

ANSWER #2

They do not have first right of refusal, and you do not have to offer them a job.

QUESTION #3

How much (or the percentage that applies) is the My Florida fee for this acquisition?

ANSWER #3

Zero

QUESTION #4

Is there a list of RESPECT items that we must buy? I see that Purell is something that we must buy from the stated agencies? O. RESPECT.

In accordance with Subsection 413.036(3), F.S., if a product or service required for the performance of the Purchase Order is on the procurement list established pursuant to Subsection 413.035(2), F.S., the following statement applies:

IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT ANY ARTICLES THAT ARE THE SUBJECT OF, OR REQUIRED TO CARRY OUT, THIS CONTRACT SHALL BE PURCHASED FROM A NONPROFIT AGENCY FOR THE BLIND OR FOR THE SEVERELY HANDICAPPED THAT IS QUALIFIED PURSUANT TO CHAPTER 413, FLORIDA STATUTES, IN THE SAME MANNER AND UNDER THE SAME PROCEDURES SET FORTH IN SECTION 413.036(1) AND (2), FLORIDA STATUTES; AND FOR PURPOSES OF THIS CONTRACT THE PERSON, FIRM, OR OTHER BUSINESS ENTITY CARRYING OUT THE PROVISIONS OF THIS CONTRACT SHALL BE DEEMED TO BE SUBSTITUTED FOR THE STATE AGENCY INsofar AS DEALINGS WITH SUCH QUALIFIED NONPROFIT AGENCY ARE CONCERNED.

ANSWER #4

List of products are found on line:

<http://www.respectofflorida.org>

<https://www.pride-enterprises.org/>

QUESTION #5

Joint use buildings-How are the labs different from common areas as far as procedures or materials require?

ANSWER #5

See Appendix A and Definitions/Cleaning Standards found on page 13—15, section 3.

QUESTION #6

What responsibilities do we have to dealing with Biological waste in labs?

ANSWER #6

None

QUESTION #7

Because the RFP suggests strip wax isn't needed that much if properly maintained does your budget assume this to be included or would, has be above and beyond as needed, invoiced separately?

ANSWER #7

Striping and waxing should be used on a limited basis, and only if regular scrubbing and top coat waxing is unable to complete the task. See page 15, sections 3.31 and 3.34.

QUESTION #8

Are any windows part of contract?

ANSWER #8

No, this is a separate contract.

QUESTION #9

Are the desks, lab tables and cabinets part of contract?

ANSWER #9

Only dusting of desks as found on page 25 of Appendix A.

QUESTION #10

What's the total square footage of VCT tiles?

ANSWER #10

The approximate cleanable space is 120,000 square feet. The VCT flooring is approximately 60% of the total cleanable space.

QUESTION #11

Are any of the incumbent staff represented labor?

ANSWER #11

No

QUESTION #12

Who is the current contractor?

ANSWER #12

Admire Cleaning Service Corporation

QUESTION #13

What is the current contract value?

ANSWER #13

Last 12 months was \$74,416

QUESTION #14

Are there any requirements for high cleaning; if so what is the maximum height?

ANSWER #14

See high dusting, page13, section 3.12. Maximum height is eight feet.

QUESTION #15

Is there a requirement to clean exterior windows?

ANSWER #15

No, this is part of a separate contract.

QUESTION #16

Are there any "clean room" requirements on this contract?

ANSWER #16

No

QUESTION #17

Are any of the incumbent staff represented labor?

ANSWER #17

No

QUESTION #18

Who is the current contractor?

ANSWER #18

Admire Cleaning Service Corporation

QUESTION #19

What is the current value of the contract?

ANSWER #19

Last 12 months \$74,416

QUESTION #20

Has the scope of work changed for this bid?

ANSWER #20

Yes

QUESTION #21

Is the incumbent eligible to rebid?

ANSWER #21

Yes

QUESTION #22

Cleaning & secure/restricted areas; Is there a scheduled time that will be allowed for cleaning?

ANSWER #22

4:00 PM—5:00 PM M—F, page 25 of Appendix A

QUESTION #23

Are the current staff available for rehire?

ANSWER #23

FWRI makes no restriction

QUESTION #24

Do you have designated parking for janitorial staff?

ANSWER #24

At 5:00 PM use any open reserved space, between 4:00 PM and 5:00 PM park in front of the cooling towers.

QUESTION #25

Your reason for renewal of contract?

ANSWER #25

State mandatory rebid after a three-year contract.

QUESTION #26

What was last year's budget?

ANSWER #26

Last 12 months \$74,416

QUESTION #27

How are the labs different from common areas as far as procedures are materials require?

ANSWER #27

See Appendix A

QUESTION #28

What responsibility do we have to deal with biological waste in labs?

ANSWER #28

None

QUESTION #29

Because the RFP suggest stripped wax isn't needed that much if properly maintained, does your budget assume this to be included or would that be above and beyond as needed? Invoiced separately?

ANSWER #29

Striping and waxing is only on an as needed bases see sections 3.31 and 3.34. This is part of the complete cleaning service as defined on page 12, section 2. This is not invoiced separately. If the VCT floors are maintained properly stripping and waxing will be limited.

QUESTION #30

Approximately how many employees occupy the facility on a regular basis?

ANSWER #30

Approximately 350 staff

QUESTION #31

Approximately how many visitors does the facility see in a given time period (Day, week, month, annually)?

ANSWER #31

It varies significantly. Some weeks it could be between 30 to 50 visitors and some weeks there are no visitors.

QUESTION #32

Is there a specific background check required for the cleaning of the "High Security Area" or "Restricted Areas"? If so, can you please specify what type/kind/level of background check is required?

ANSWER #32

No. Use the answer to Question #1.

QUESTION #33

Scope of Work (page 12)- Description of Services – The verbiage is “The Contractor shall provide all labor, chemicals, paper products...” Will the awarded vendor be providing consumable products (soap, paper towels, can liners, toilet paper, etc.)? If yes, will we be provided a list of products and should the pricing be included in the bid?

ANSWER #33

The vendor will provide all paper (TP, hand towels), plastic (trash bags), chemicals (cleaning).
The

awarded vendor will work with the FWRI Contract Manager to determine the appropriate supplies.

QUESTION #34

What is the name of the current vendor?

ANSWER #34

Admire Cleaning Service Corporation

QUESTION #35

What is the current contract price?

ANSWER #35

Last 12 months was \$74,416

QUESTION #36

Could you please provide the list of performance penalty deductions that have been imposed during the last 12 months?

ANSWER #36

The specific financial consequences found on page 19, section 12 are new to FWRI.

QUESTION #37

Could you provide a square footage breakdown for the different type of flooring: i.e. carpet, and hard floor. If the square footage information is not available, please provide an estimate (% of hard floor and % of carpet)?

ANSWER #37

The approximate cleanable space is 120,000 square feet. The VCT flooring is approximately 60% of the total cleanable space.

QUESTION #38

With regard to Marine Quest Saturday: (a.) could you please clarify if this is a one-time per year event, or indicate how many times has this event occurred on Saturdays during the past 12 months? (b.) what is the estimated amount of traffic for this event(s)?

ANSWER #38

This is an annual event that usually takes place in October.

QUESTION #39

Do you have an estimate of supplies usages per month?

ANSWER #39

No, this is the present contractor's responsibility.

QUESTION #40

The level of the cost of the services requested in this Bid: 5 employees. 150 hours of weekly labor, number of times of skilled labor for cleaning hard floors, carpets, windows, taxes, insurance, delivery of supplies, is not in proportion with the available budget.

Could the requirements vary, or the budget be increased?

ANSWER #40

The requirement is for five contractor cleaners, one contractor supervisor where they each do a minimum 25 hours Monday through Friday. This is how FWRI defines a "complete cleaning service".

QUESTION #41

Will you please clarify who is responsible for supplying consumable paper supplies/products, FWC or the contractor?

ANSWER #41

The contractor.

QUESTION #42

Will you please provide a breakdown by building of the 120,000 square feet of cleanable space?

ANSWER #42

JU—96,000 sqft

RMI—14,340 sqft

F—9,000 sqft

Wet Lab—660 sqft

QUESTION #43

The completion date for the initial term is June 30, 2020; what is the start date?

ANSWER #43

The start date may vary, but it could start as early as March 18, 2019.

QUESTION #44

How many months are included in the initial term?

ANSWER #44

Approximately 15 to 16 months depending on the start date.

QUESTION #45

Is the required labor (1 supervisor + 5 custodians) x 25 hours per week) the same as is currently in operation?

ANSWER #45

No, but similar.

END ADDENDUM