



agency for persons with disabilities
State of Florida

ITB APD 14-011 Housekeeping Services

Questions and Answers

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DATE: April 30, 2015
TO: All Interested Parties
FROM: Madelyn Towns, Procurement Officer
SUBJECT: Questions and Answers

This memorandum is in response to questions sent via email regarding the ITB #APD 14-011, for Housekeeping services.

Question #1:

What is the current annual billing for these services?

Answer: The current contract amount for housekeeping and janitorial services is \$842,435.00 per year.

Question #2:

Who is the current contractor?

Answer: Currently, we are contracted with Grosvenor Building Services to provide housekeeping and janitorial services.

Question #3:

Please confirm that the awarded contractor provides labor only. All equipment, materials and supplies, cleaning chemicals, etc. will be provided by APD.

Answer: On Page 3, Section 1, Subsection 1.2, the Statement of Purpose, it is stated that the successful vendor must provide staff to perform housekeeping services on a full time basis between the hours of 6:00 A.M. and 6:00 P.M., 365 days per year.

On Page 29, Attachment 1, Number 3d, Service Location and Delivery-Equipment, it is stated that Tacachale shall make available appropriate equipment and supplies as necessary for the duties of housekeeping services. Cleaning supplies to be used will be determined by the Physical Plant Division Director or designee. No cleaning supplies may be brought in from outside the facility.

Question #4:

Is there a bid bond required for this project? If so, will you please direct me to its location in the ITB document?

Answer: A bid bond is not required for this project.

Question #5:

I understand that there is a performance bond required for this project (100% of the total bid amount). Is the total bid amount 1 year or 3 years (there is not a line item on the price sheet for a three year total)?

Answer: On page 3, Section 1, subsection 1.3, Term of Contract, it is stated that upon selection of the winning bid, the Agency shall enter into a multiple year contract with the successful vendor, for a contract term beginning July 1, 2015 through June 30, 2018., effective the date stipulated by the last signature on the contract. The resulting contract may be renewed for a term not to exceed three years or for the term of the original contract, whichever period is longer. Such renewal shall be contingent upon satisfactory performance evaluation as determined by the Agency and be subject to the availability of funds.

On Page 13, Section 4, Subsection 4.9, Document, Sentence 3, it is stated that the vendor must return the price sheet with a cost for each of the three years of the contract.

Question #6:

Regarding Section 5- Bid Rating and Bid Tabulation, will the bids be evaluated on the 3 year total? Will the 3 year total be included on the tabulation sheet?

Answer: Yes, the bid will be evaluated on the 3 year total. Each year of the bid and the total of the 3 years will be listed on the bid tabulation sheet. On Page 13, Section 5, Subsection 5.3, it is stated if a bid has been determined to be both responsive and responsible, meeting all criteria specified in this Invitation to Bid, then the Procurement Office will review the Vendor's Price Sheet and record the cost on the bid tabulation sheet, Appendix VII. The lowest priced bid for the original term of the contract will be awarded the contract.

Question #7

Please clarify what the actual service hours will be.

Answer: The service hours may vary based upon the need of the homes but will occur during the hours of 6:00 a.m. and 6:00 p.m., seven days a

week, 365 days per year. Please refer to Page 28, Attachment 1, Section 3a, Service Location and Delivery -Service Times of the ITB.

Question #8

How many homes are to be serviced under this ITB?

Answer: 24 to 28 homes.

Question #9

Please provide the service hours schedules for each of the homes to be cleaned.

Answer: To be determined. Please refer to Page 28, Attachment 1, Section 3b, Service Location and Delivery- Service Times of the ITB.

Question #10

Does this current contract include janitorial and hard surface floor care as well as housekeeping services?

Answer: Yes, the current contract includes janitorial and hard surface floor care, and housekeeping services.

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.