



## FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES COMMISSIONER ADAM H. PUTNAM

---

June 11, 2018

### ADDENDUM 1

**TO:** Vendors  
**FROM:** Vianka Colin, Purchasing Director  
**RE: INVITATION TO BID NUMBER ITB/DA-18/19-02  
JANITORIAL SERVICES**

This addendum is to provide all potential bidders with changes to and answers to questions received in reference to Invitation to Bid ITB/DA-18/19-02. **Deletions are struck through, and additions are highlighted.**

### BID OPENING

**The bid opening will be at 2:00 p.m. on ~~June 21, 2018~~ June 29, 2018.** The location of the bid opening is the Florida Department of Agriculture and Consumer Services, Bureau of General Services, 407 S. Calhoun Street, Mayo Building, Room SB-8, Tallahassee, Florida 32399-0800.

### MANDATORY PRE-BID CONFERENCE/SITE VISIT

**A mandatory pre-bid conference for any prospective bidder will be held at 9:00 a.m., EST, on June 21, 2018, starting at the Conner Complex Administration Building located at 3125 Conner Boulevard, Tallahassee, Florida (both facilities will be toured).** Prospective bidders must have the Certification of Site Visitation form signed at this time. **Any bid received from a prospective respondent who did not attend the mandatory pre-bid conference will not be considered.** The purpose of this conference will be to clarify the contents of this bid in order to prevent misunderstanding of the Department's terms, conditions and specifications for this project. The conference will consist of a session wherein each page of the bid (including technical specifications) will be discussed. General questions related to the specifications and plans for this project will be answered. Any material changes to the bid terms, conditions, plans or specifications must be stated in writing in the form of an addenda issued through the Department's purchasing office (see section titled "ADDENDA").

**The cut-off date for questions to be submitted will be June 22, 2018.**

### MANDATORY SITE VISIT

~~Each respondent shall, before submitting a bid, inspect the site where the project is to be completed to satisfy themselves regarding all general and local conditions that may affect the preparation of their bid and cost of contractor's performance. Appointments for site inspection must be arranged with the project manager or on-site contact between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday. It is the respondent's responsibility to consider any and all site conditions or requirements for the project. If a previous site visit has been made by the respondent, that visit can be noted on the site visit certificate.~~

## ADDENDUM 1

June 11, 2018

Page 2

~~Respondents shall place no reliance on any information obtained from employees of agencies during the site visit or other contacts. The project manager or on-site contact may escort respondents on the site visit; however, any interpretations will be handled through an addendum issued by the purchasing office. Information obtained from the project manager or on-site contact is not binding unless in writing. Failure to visit the site and have site visitation sheet signed by the local site contact will be grounds for disqualification of a bid.~~

~~The cut-off date for questions to be submitted will be June 14, 2018.~~

### Question / Answer

1. **Who is the incumbent contractor, and how long have they been providing their services?**

*USSI (United States Service Industries, Inc.).*

2. **What is the current contracted monthly price and yearly price?**

*\$10,803.32 per month.*

3. **Can you provide us with the bid tab sheet from the last bid opening?**

*This information is located at the following link:*

[http://www.myflorida.com/apps/vbs/vbs\\_www.ad\\_r2.view\\_ad?advertisement\\_key\\_num=115212](http://www.myflorida.com/apps/vbs/vbs_www.ad_r2.view_ad?advertisement_key_num=115212).

4. **Is this in-house service currently or using outsourcing the contract?**

*The project was competitively procured.*

5. **Is the scope/size of this bid identical with the current contract?**

*The previous bid can be viewed at the following link:*

[http://www.myflorida.com/apps/vbs/vbs\\_www.ad\\_r2.view\\_ad?advertisement\\_key\\_num=114654](http://www.myflorida.com/apps/vbs/vbs_www.ad_r2.view_ad?advertisement_key_num=114654).

6. **How many days of the week will you need service?**

*As stated in the bid, "The bidder shall provide all labor, materials, supplies, proper supervision, necessary tools and equipment to perform nightly janitorial services for the sites listed herein between the hours of 6:00 p.m. and 11:00 p.m., Monday through Friday (excluding state recognized holidays)".*

7. **When can I visit the facility to view?**

*Please see above statement MANDATORY PRE-BID CONFERENCE/SITE VISIT.*

**To the extent this addendum gives rise to a protest, failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. All other terms, conditions and specifications of this Invitation to Bid will remain the same. If you have any questions regarding this addendum, please feel free to contact this office at (850) 617-7181.**