

**Mission:**

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



**Ron DeSantis**  
Governor

**Joseph A. Ladapo, MD, PhD**  
State Surgeon General

**Vision:** To be the **Healthiest State** in the Nation

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**Addendum #2**  
**ITB DOH21-007**  
**CITRUS COUNTY JANITORIAL SERVICES**

**DATE:** January 6, 2022

**TO:** Prospective Vendors

**FROM:** **Sonja German-Jones**, Procurement Officer  
Florida Department of Health  
Central Purchasing Office

**SUBJECT:** Addendum #2

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The purpose of this addendum is to delete all references to Attachment A, Scope of Services and replaced with the Revised Attachment A, Scope of Services and to answer questions received in accordance with section 2.9, Questions, of the Invitation to Bid. This addendum serves as notice of the following change(s):

Deletions are indicated by “~~strikethrough~~” or reference. Additions, updates or replacements are indicated by **highlighting**.

- A. All references to Attachment A, Scope of Services are deleted in its entirety and replaced with the Revised Attachment A, Scope of Services, which is attached.
- B. **Responses to Questions received pursuant to section 2.9, Questions:** Please see the Department’s response to questions received by the due date outlined in section 2.5. Timeline, of the ITB, below:

**ATTACHMENT A  
SCOPE OF SERVICES**

**1. PURPOSE:**

This scope of work is for Citrus County Janitorial Services. Contractor will provide these services to the Florida Department of Health (Department).

**2. TERM:**

This scope of work will begin on 2/1/2022 or the date on which the purchase order is issued, whichever is later. It will end at midnight, Eastern Time on 1/31/2025. The State of Florida's performance and obligation to pay under this purchase order and any subsequent renewal is contingent upon annual appropriation by the Legislature and satisfactory performance of the Contractor.

**3. LOCATION OF WORK:**

The worksites for this scope of work are at the following three location(s):

Citrus CHD	3700 W. Sovereign Path Lecanto, FL 34461
IFAS	3650 W. Sovereign Path Lecanto, FL 34461
WIC	130 N. Montgomery Ave Inverness, FL 34450

**4. CRIMINAL BACKGROUND SCREENING:**

The Department will conduct a criminal history record check, including fingerprinting, on the consultant assigned by the Contractor prior to the consultant commencing work for the Department. The Department retains sole discretion as to whether the results of the criminal history record check will result in the Contractor's employee being disqualified from performing services pursuant to this agreement.

**5. CONTRACTOR RESPONSIBILITIES:**

5.1. **SERVICE TASKS:** Contractor will perform the following tasks in the time and manner specified:

5.1.1. Provide Janitorial Services after 5:00pm Monday through Friday except for State observed holidays for work locations listed in Section 3 in the following manner:

5.1.2. Daily Requirements

5.1.2.1. Reporting

5.1.2.1.1. Submit completion of daily task within 24 hours to [DLCHD09FacilitiesMgmt@flhealth.gov](mailto:DLCHD09FacilitiesMgmt@flhealth.gov)

5.1.2.2. Sidewalks and Exterior Areas Adjacent to the Building

5.1.2.2.1. Maintain sidewalks, sweep and pick up trash from all entrances to the buildings, and handicapped ramps immediately adjacent to and around the entire building;

5.1.2.2.2. Empty trash cans; remove cigarette butts from cigarette receptacle which are adjacent to, and around the entire building and picnic areas;

## ATTACHMENT A SCOPE OF SERVICES

- 5.1.2.2.3. Empty and wash out cigarette butt/waste containers and replace liner bags;
- 5.1.2.2.4. Remove visible trash from driveway and parking lot and all landscaped areas adjacent to the building;
- 5.1.2.2.5. Breakup all cardboard boxes and place in proper dumpster.
- 5.1.2.3. Office Areas
  - 5.1.2.3.1. Gather/empty trash (paper and cardboard) and recyclable materials, and place them in the proper outside receptacles/bins;
  - 5.1.2.3.2. Spot clean or vacuum carpeted areas as needed to remove loose dirt or stains;
  - 5.1.2.3.3. Clean and remove dust and fingerprints from doors, light switch plates, walls, and all glass partitions;
  - 5.1.2.3.4. Arrange chairs in offices after cleaning is completed;
  - 5.1.2.3.5. Clean and polish all elevator cab doors and walls inside and outside daily; and
  - 5.1.2.3.6. Wet-mop and sanitize floors and elevator cab floor with disinfectant cleaner
- 5.1.2.4. Restrooms, Breakrooms, Lobbies and Public Areas
  - 5.1.2.4.1. Clean and polish mirrors
  - 5.1.2.4.2. Clean doors, shelves, sinks, commodes, urinals, soap & paper towel dispensers, floors, walls
  - 5.1.2.4.3. Remove all collected trash
- 5.1.2.5. Floor Maintenance
  - 5.1.2.5.1. Sweep, mop, disinfect or vacuum all entrances, stairwells, concrete floors, and supply rooms and handicapped ramps;
  - 5.1.2.5.2. Clean all baseboards and cove bases;
  - 5.1.2.5.3. Damp mop all composition and tile floors;
  - 5.1.2.5.4. Sweep and mop all hallways composition/vinyl, and ceramic tile located throughout the building including but not limited to, lobbies, cafeteria, loading dock area, vending area, main and secondary entrances daily; and
  - 5.1.2.5.5. Clean and sanitize all mops and hang to dry
- 5.1.3. Weekly Requirements
  - 5.1.3.1. Reporting
    - 5.1.3.1.1. Submit completion of weekly task within 24 hours to [DLCHD09FacilitiesMgmt@flhealth.gov](mailto:DLCHD09FacilitiesMgmt@flhealth.gov)
  - 5.1.3.2. Office Areas
    - 5.1.3.2.1. Dust computer equipment and telephones;
    - 5.1.3.2.2. Dust and remove any spots/stains on all horizontal or vertical blinds;
    - 5.1.3.2.3. Dust all flat surfaces, desks, tables, file cabinets, credenzas, bookcases, chairs, chair bottoms and other office furniture;

## **ATTACHMENT A SCOPE OF SERVICES**

- 5.1.3.2.4. Clean, sanitize and replace liner in waste containers, at least once a week.
- 5.1.3.2.5. Vacuum clean all carpeted areas;
- 5.1.3.2.6. Clean both sides of all office partitions glass weekly from top to bottom; and
- 5.1.3.2.7. Dust all window blinds.
- 5.1.3.3. Restrooms, Break-Rooms, Lobbies and Public Areas
  - 5.1.3.3.1. Replace urinal pads/blocks with new urinal pads/blocks in the men's room as needed;
  - 5.1.3.3.2. Replace air deodorizers as needed in all bathrooms;
  - 5.1.3.3.3. Wipe clean and dust all vending machines in break-rooms;
  - 5.1.3.3.4. Dust counters and all other flat surfaces, computer equipment and telephones;
  - 5.1.3.3.5. Remove spider webs from ceilings, wall corners and stairwells;
  - 5.1.3.3.6. Spot clean marks and fingerprints from walls and doorframes;
  - 5.1.3.3.7. Dust all window sills, doorframes, open ledges;
  - 5.1.3.3.8. Dust all ornamental wall decorations, pictures, charts, tops of doorframes, open ledges, chalkboards, and white boards; and
  - 5.1.3.3.9. Dust all window blinds.
- 5.1.3.4. Sidewalks and Exterior Areas Adjacent to the Building:
  - 5.1.3.4.1. Remove spider webs, dirt daubers, and wasp nets from building exterior and over hangs
- 5.1.4. Monthly Requirements
  - 5.1.4.1. Reporting
    - 5.1.4.1.1. Submit completion of monthly task within 24 hours to [DLCHD09FacilitiesMgmt@flhealth.gov](mailto:DLCHD09FacilitiesMgmt@flhealth.gov)
  - 5.1.4.2. Exterior
    - 5.1.4.2.1. Clean the inside and outside of exterior windows, within the first week of each month
  - 5.1.4.3. Office Areas:
    - 5.1.4.3.1. Damp-mop/clean the chair mats, as appropriate to the material, within the first week of each month; and
    - 5.1.4.3.2. Clean all supply, return exhaust air grilles within first week of each month.
  - 5.1.4.4. Restrooms, Break-Rooms, Lobbies and Public Areas:
    - 5.1.4.4.1. Damp-clean doors, door frames, corner posts, and handrails within the first week of each month;
    - 5.1.4.4.2. Clean all electric plates within the first week of each month;
    - 5.1.4.4.3. Clean all supply, return exhaust air grilles within the first week of each month;
    - 5.1.4.4.4. Dust overhead hanging light fixtures within the first week of each month.

## ATTACHMENT A SCOPE OF SERVICES

- 5.1.5. Quarterly Requirements
  - 5.1.5.1. Reporting
    - 5.1.5.1.1. Submit completion of quarterly task within 24 hours to [DLCHD09FacilitiesMgmt@flhealth.gov](mailto:DLCHD09FacilitiesMgmt@flhealth.gov)
  - 5.1.5.2. Restrooms, Break-Rooms, Lobbies and Public Areas:
    - 5.1.5.2.1. Clean all electric plates within the first week of each quarter;
    - 5.1.5.2.2. Perform high dusting within the first week of each quarter.
    - 5.1.5.2.3. Clean the inside and outside of exterior windows
  - 5.1.5.3. Floor Maintenance:
    - 5.1.5.3.1. Machine-clean all tile grout
- 5.1.6. Semi-Annual Requirements
  - 5.1.6.1. Floor Maintenance:
    - 5.1.6.1.1. Carpeted areas must be steam cleaned with a truck mounted steam extraction system, with an extraction rate of 10"-12" mercury every 6 months. The initial cleaning must be completed during the first month of executed Contract and then every six (6) months thereafter.
    - 5.1.6.1.2. Coordinate via email scheduling of floor maintenance with facilities manager to prepare areas for service.
- 5.1.7. Reporting
  - 5.1.7.1. Submit completion checklist of semi-annual within 24 hours to [DLCHD09FacilitiesMgmt@flhealth.gov](mailto:DLCHD09FacilitiesMgmt@flhealth.gov) .
- 5.1.8. Emergency/Building and Maintenance Requirements:
  - 5.1.8.1. The Facilities Manager will be the primary point of contact in case of an emergency. Contractor will be provided the name and contact information of the Facilities Manager upon award of the Contract.
  - 5.1.8.2. If the nature of the emergency requires calling 911, the Facilities Manager must also be called.
  - 5.1.8.3. Building and Maintenance Problems – In the event of building or maintenance problems, the Facilities Manager shall be notified.
- 5.1.9. Additional Requirements:
  - 5.1.9.1. Contractor shall be responsible for training janitorial staff on the use of the security system.
  - 5.1.9.2. Contractor shall supply photo identification to be visibly worn by janitorial staff at all times while on Department premises, upon execution of contract.
  - 5.1.9.3. Contractor shall provide a log-in sheet which shall be maintained at the security desk at all times. The janitorial Site Supervisor and janitorial staff shall log-in, by name indicating time in and out on a daily basis.
  - 5.1.9.4. Contractor's janitorial Site Supervisor shall meet with the Facilities Manager during the second week of each month and additionally as requested.
  - 5.1.9.5. Material Safety Data Sheets for all chemicals used in the facility are required to be readily available to all janitorial staff, and to be supplied to the Facilities Manager by Contractor.

## ATTACHMENT A SCOPE OF SERVICES

- 5.1.9.6. Only required cleaning supplies and equipment may be stored on the premises as space permits. Contractor is solely responsible for security of supplies and equipment. The Department is not responsible for loss or theft of, or damage to, equipment or supplies.
- 5.1.9.7. Janitorial closet must be maintained in a clean and orderly manner at all times.
- 5.1.9.8. Internal doors that are routinely kept locked for security purposes are to be locked upon completion of work.
- 5.1.9.9. All exterior doors shall be locked while work is being performed. All exterior doors are to be locked upon leaving the premise. Alarm system is to be activated upon leaving the premise.
- 5.1.9.10. All lights, except night lights, are to be shut off upon completion of work.
- 5.1.9.11. Contractor's shall be responsible for all false alarm charges directly attributable to the janitorial staff.
- 5.1.9.12. Contractor's janitorial staff will not be allowed to bring any items (other than job-related items) into the building.
- 5.1.9.13. Contractor's janitorial staff will not have visitors during work shift.
- 5.1.9.14. Contractor's janitorial staff will not provide access into the building to anyone.
- 5.1.9.15. Contractor's janitorial staff must be bonded for fidelity.
- 5.1.9.16. Contractor is responsible for all cleaning supplies and consumables, at a minimum, but not limited to the following items:
  - 5.1.9.16.1 Trash can liners
  - 5.1.9.16.1.1. Hand Sanitizers
  - 5.1.9.16.1.2. 2 ply paper
  - 5.1.9.16.1.3. Cleaning supplies
  - 5.1.9.16.1.4. Hand Soap
- 5.1.9.17. Replenish expended paper towels, hand soap, hand sanitizer dispensers as daily as needed
- 5.1.9.18. Replace used/filled trashcan liners daily when used
- 5.1.9.19. Provide porter services on a needed basis, as requested by the department at an hourly rate. These services include any task listed under 5.1.2 to 5.1.2.5.5 Included but not limited to the following:
  - 5.1.9.19.1. Disinfecting and cleaning of sheltering equipment post emergency operations.
  - 5.1.9.19.2. Hours of operations will vary depending on operational requirements.
  - 5.1.9.19.3. Service location is dependent on emergency operational requirements

### 5.2. DELIVERABLES:

Contractor will complete and submit the following deliverables to the Department in the time and manner specified:

- 5.2.1. Provision of Janitorial Services in the in the time and manner specified in Tasks 5.1-5.1.9.19.3

### 6. METHOD OF PAYMENT:

- 6.1. A purchase order will be issued to the Contractor

**ATTACHMENT A  
SCOPE OF SERVICES**

- 6.2. The method of payment for this purchase order is fixed price.
- 6.3. The Contractor will not receive payment in advance for goods or services described in this scope of work.
- 6.4. The Contractor must submit an invoice monthly that provides a detailed accounting of the deliverables performed during the invoice period for which payment is being requested.
- 6.5. The Contractor is responsible for the performance of all tasks and deliverables contained in this scope of work.

**7. PERFORMANCE MEASURES AND FINANCIAL CONSEQUENCES:**

All deliverables and related tasks must be completed 100% as specified. Failure to satisfactorily complete or submit a deliverable in the time and manner specified will result in a financial consequence as indicated below:

- 7.1. Failure to complete and submit **Tasks 5.1-5.1.9.19.3** in the time and manner specified will result in a payment reduction equal to 10 percent of the total monthly invoiced amount.

**8. CONTRACTOR TRAVEL REIMBURSEMENT:**

The Contractor will not be reimbursed for any travel expenses under this agreement.

**9. DEPARTMENT CONTRACT MANAGER:**

The Department Contract Manager for this scope of work is:

TBD	DOH-CITRUS 3700 SOVEREIGN PATH WAY LECANTO, FL 34461
<a href="#">Contract Manager Training Database</a>	

**10. CONTROLLING TERMS AND CONDITIONS:**

- 10.1. Data Security and Confidentiality Document;
- 10.2. Agency Invitation to Bid (DOH ITB21-007);
- 10.3. Department Purchase Order Terms and Conditions;
- 10.4. Department Scope of Work.

Questions and Answers  
DOH21-007  
Citrus County Janitorial Services

#	Question	Answer
1	What is the service frequency? 5 days per week or just once a week?	See Addendum 2.
2	What is the total square footage of carpeted areas?	3700 Sovereign Path (15333 sqft); 3650 Sovereign Path (626sqft)
3	Is the Contractor responsible for all cleaning supplies and consumables?	See Addendum 2.
4	Does the state cover supplies?	See Addendum 2.
5	Whom is the current contractor?	Cleaning Concepts
6	What's the current contract amount?	\$284,160.00
7	Does the contract require a day Porter ?	See Addendum 2.
8	I noticed that visits were previously scheduled, however since I just came across this I didn't get to visit the sites. Is it possible to schedule an appointment to go by sometime soon?	No. See Section 2.5 Timeline and 2.7 Mandatory Site Visit



Questions and Answers  
DOH21-007  
Citrus County Janitorial Services

#	Question	Answer
9	Also, can you let me know how often it is to be cleaned and what criteria you have?	See Addendum 2.
10	Can we still bid if we did not attend the mandatory site or can we visit at a later date?	See Answer to Question # 8.

**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.**