

# FLORIDA DEPARTMENT OF TRANSPORTATION

**ADDENDUM NO.: 1**

DATE: 5/6/2021

**RE: ITN#: DOT-ITB-21-7008-EG**

ITN TITLE: JANITORIAL SERVICES FOR DISTRICT SEVEN HEADQUARTERS  
BUILDING

OPENING DATE: May 11, 2021

Notice is hereby given of the following changes to the above-referenced REPLIES:

1. **CHANGE:** EXHIBIT "A", SCOPE OF SERVICES, SECTION I.

## **OBJECTIVE**

Provide janitorial services for the Florida Department of Transportation, District Seven Headquarters Building, hereinafter referred to as the "Department", located at 11201 North McKinley Drive, Tampa, Florida, in such a manner as to assure the facilities are maintained in a clean, attractive, and sanitary condition. This building consists of 115,200 square feet (sq. ft.) of which 97,010 sq. ft. is carpeted flooring, 7,420 sq. ft. is luxury vinyl tile (LVT) flooring, 5,386 sq. ft. is porcelain/ceramic flooring tile, and 900 sq. ft. is concrete (mechanical and electrical rooms). The building also consists of 452 windows, two glass single doors and four glass double doors. The restrooms include 30 toilets and seven urinals.

2. **REMOVE:** EXHIBIT "A", SCOPE OF SERVICES, SECTION II, F.

## 3. **TECHNICAL QUESTIONS AND ANSWERS**

- 1) Question: Can you please confirm the number of holidays included in the current contract?

**Answer:** The FDOT follows the Department of Management Services Guidelines for Holiday Office Closure; these are the Holidays noted in the current contract as dates that the office is closed:

**NOTE:** If the HOLIDAY falls on a Saturday it will be observed on Friday; if the HOLIDAY falls on a Sunday it will be observed on Monday.

HOLIDAY	DATE OBSERVED
New Year's Day	January 1st
Martin Luther King, Jr. Day	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday of November
Friday After Thanksgiving	Day after Thanksgiving
Christmas Day	December 25th

- 2) Question: Can you please confirm if supplies and consumables are a new requirement for this contract?

**Answer:** Yes. There are new requirements for some supplies/consumables.

- 3) Question: Can you clarify if the requirement to pay employees for holidays and days when the building is closed due to weather is new or part of the current contract?

**Answer:** Under the current contract the janitorial employees are paid for unplanned/weather/Governor-directed unplanned office closure days. The current contract does not specify paid holidays for janitorial staff.

- 4) Question: Exhibit B. II. Compensation for fiscal year. If this contract is to begin on July 1 and fiscal years usually begins on October 1.

- What information are we to list for each fiscal year?
- Also, as this contract will be a fixed price for 3 years, should the same amount be listed for each of the 3 year in the initial term?

**Answer:** The Florida Department of Transportation fiscal year begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>. No information/pricing shall be listed on Exhibit "B", Method of Compensation. Pricing information shall only be listed on Exhibit "C", Bid Sheet.

- 5) Question: Can you please provide the total cost for **MFMP Transaction Fee** so we can include it in our proposal?

**Answer:** Please refer to the following link for the MFMP Transaction Fee.

[https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myflorida\\_marketplace/mfmp\\_vendors/transaction\\_fee\\_and\\_reporting#:~:text=Effective%20July%201%2C%202019%2C%20through%20June%2030%2C%202020%2C,and%20transaction%20fee%20exemption%20language%20in%20purchasing%20transactions.](https://www.dms.myflorida.com/business_operations/state_purchasing/myflorida_marketplace/mfmp_vendors/transaction_fee_and_reporting#:~:text=Effective%20July%201%2C%202019%2C%20through%20June%2030%2C%202020%2C,and%20transaction%20fee%20exemption%20language%20in%20purchasing%20transactions.)

- 6) Question: Can you provide a copy of the past invoice or contract amount for this project?

**Answer:** Yes. See attached.

- 7) Question: Can you provide a copy of the past invoice or contract for the flooring contract?

**Answer:** Yes. See attached.

- 8) Question: Should the yearly increase in minimum wage be calculated in the bid price or should an increase in the contract be requested on a yearly basis?

**Answer:** The yearly increase in the minimum wage should be calculated in the bid price.

- 9) Question: Can you differentiate the square footage of carpet to be cleaned on a quarterly basis as described in section II.D.2 from the square footage of carpet to be cleaned every 6 months as described in section II.G?

**Answer:** Section II. D. 2 references quarterly cleaning of the executive management suites and high traffic areas. Section II. G references carpet cleaning in individual work areas and offices.

- 10) Question: Can you confirm if the tile in the mail room will be required to be stripped/waxed?

**Answer:** The tile in the mailroom is LVT. Please reference Section II SERVICES TO BE PROVIDED BY THE VENDOR, Section A. 6 for LVT maintenance. (Absolutely no strip/wax on any of the LVT in the facility).

- 11) Question: What is the anticipated budget for this project?

**Answer:** There are differences in the current contract and the new contract, a change in minimum wage laws since the current contract's execution on 01/10/2014, and other variables that create unknowns in our budget forecasting. The attachments in answer to Questions 6 & 7 provide our monthly expenditure amounts for the Janitorial Services and the Floor Maintenance under the current contracts.

- 12) Question: Are there anything different in services, area or supplies than the last contract?

**Answer:** Yes. For your comparison, the new contract scope of services is included in your bid solicitation documents. The current contract number is BD54 and is public record/available to the public online at this link: <https://facts.fldfs.com/Search/ContractSearch.aspx>

13) Question: What are the cleaning requirements for the carpeting?

**Answer:** The carpeting is made by Interface; the Collection is Savannah. Materials and cleaning instructions are available on the manufacturer's website: <https://www.interface.com/US/en-US/about/modular-system/Maintenance-Instructions>

14) Question: How many janitorial closets are there; how many sinks?

**Answer:** There are three janitorial storage closets, one of which has a floor sink. There are also two standpipe closets that have floor sinks available for use by the janitorial company.

15) Question: Where is the 7420 sq ft of VCT referenced in the Scope of Services under OBJECTIVE and referenced in II SERVICES TO BE PROVIDED BY VENDOR, Section F?

**Answer:** We are removing the VCT reference and maintenance requirements from the scope of services. Please do not include any VCT maintenance in your bid pricing. See above Addendum No.1.

16) Question: What supplies are the Department providing?

**Answer:** Please reference scope of services, Section VII DEPARTMENT RESPONSIBILITIES, Section B for a list of supplies that FDOT will provide and maintain. The vendor is responsible for supplying all other supplies needed to fulfill the scope of services and contract.

17) Question: For the supplies that are a new requirement in the contract, please provide something to aid in estimating usage.

**Answer:** Please reference the scope of services, Section II SERVICES TO BE PROVIDED BY VENDOR, for usage estimates of added supplies. This is only an estimate, it is not guaranteed to be accurate and is subject to change based on working conditions. For your planning, when fully up and running, we have approximately 350-360 employees in the facility.

**Repliers must acknowledge receipt** of this Addendum by completing and returning to the Procurement Office, by no later than the time and date of the public meeting to shortlist. **Failure to do so may subject the repplier to disqualification.**

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Enrique Garcia  
Procurement Agent

\_\_\_\_\_ Bidder

\_\_\_\_\_ Address

\_\_\_\_\_  
\_\_\_\_\_ Submitted by (Signature)

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.





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# INVOICE

PAGE 1

BILL TO  
 79060

FLORIDA DEPT. OF TRANS.  
 11201 NORTH MCKINLEY DR  
 TAMPA FL 33612

*PR 11355858*

Invoice Number: 15656  
 Invoice Date: 04/30/2021  
 Due Date: 05/25/2021  
 Ticket Number:

Performed for: SAME  
 Location:  
 Job: FS0113 002  
 11201 NORTH MCKINLEY

Date: 00/00/0000  
 Purchase Order:

LINE	DESCRIPTION	AMOUNT
1	APRIL 2021	
2	JANITORIAL SERVICE	
3	DISTRICT 7 HEADQUARTERS	3,489.74
4	11201 N. MCKINLEY DR(TAMPA)	
5	FLOOR MAINTENANCE SERVICE	
6	PO2294509	
Total		3,489.74
		3,489.74

**PLEASE PAY FROM THIS INVOICE**

I certify, by evidence of my signature below the above information is true and correct, the goods and services have been satisfactorily received and payment is now due. I understand that the office of the state chief financial officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements.

Signature *Mary Healy*

OFFICE OF STATE CHIEF FINANCIAL OFFICER

Checks received may be converted to ACH debits

