



Office of the Vice President
and Chief Financial Officer

Procurement Services

<https://procurement.ufl.edu/>

971 Elmore Drive

PO Box 115250

Gainesville, FL 32611-5250

(352) 392-1331 Fax 352-392-8837

December 21, 2018

ADDENDUM NUMBER 1 ON INVITATION TO BID ITB19EE-113

TITLE: Lake Nona Janitorial Services

Mandatory pre-bid meeting was held December 12th, 2018, at 11:30 AM. **Bid opening** will be held January 8th, 2018, at 3:00 PM in UF Procurement Services, 971 Elmore Drive, Gainesville, FL 32611.

This addendum shall be considered part of the Contract Documents for the above mentioned project as though it had been issued at the same time and incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original Contract documents, this addendum shall govern and take precedence. Bidders are hereby notified that they shall acknowledge receipt of the addendum.

Elisabeth Eubanks,
Procurement Agent II

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM 1 AND RETURN WITH YOUR BID. FAILURE TO ACKNOWLEDGE THIS ADDENDUM COULD CONSTITUTE REJECTION OF YOUR BID.

VENDOR NAME

VENDOR ADDRESS

SIGNATURE

ITB19EE-113 Janitorial Services for Lake Nona Location

A. The following questions have been posed in response to the aforementioned ITB:

1. Question: What nights of the week are the night porter's required to work and how many night porters are needed, how many night porters do you currently staff for night shifts, and how long does it take to complete the nightly cleaning?

✓ **Answer 1:** Night porters start after 10:00pm with nightly porter service needed Sunday through Thursday each week. Currently we use 4 night porters to complete the cleaning, but if the cleaning can be done using 2-3 night porters, then that should be decided by the vendor and will be up to vendor discretion taking into consideration the square footage and cleaning requirements. The nightly cleaning usually takes two hours to complete with 4 night porters staffed.

2. Question: How many day porters are needed, do you have a preference for fulltime or part-time staff member, and are there any other staffing requirements.

✓ **Answer 2:** One day porter needed for the day cleaning, but vendor's discretion how much to staff for day cleaning needs. No preference as to whether the porters are employed fulltime or part-time but any porters the vendor schedules need to be authorized with the Gator 1 badge because this badge is used to gain access to the main building and other rooms within the building. As far as other staffing requirements, we leave this up to vendor but do require a direct point of contact that is familiar with the building and available when needed.

3. Question: How long does it take for the vendor's employees to be provided with a Gator 1 Card?

✓ **Answer 3:** A week and a half to two weeks. Any terminated porter needs to be reported immediately.

4. Question: Safety and security training for this building?

✓ **Answer 4:** Yes. We have different security protocols that porters need to be aware of and the training will be required once per year.

5. Question: Does UF provide two-way communication devices for the Porters?

✓ **Answer 5:** Yes. Vendor is welcome to use UF's 2-way communication devices or vendor can choose to use cell phones, but cell phones will not be provided by UF.

6. Question: Is there Wi-Fi access available?

✓ **Answer 6:** Yes, and a punch clock can be installed for keeping track of time worked.

7. Question: How many events are held each year and how many people attend the events?

✓ **Answer 7:** 100 events a year but not all of those events require cleaning service. On average about 1-2 cleaning events per month. Depends on the event but anywhere between 100-350. For larger events, the department will usually hire an extra porter but for average size event usually only one day porter is needed. Event coordinator, Angela Babcock, communicates with the vendor and the cost and payment come directly from the department hosting the event.

8. Question: Does UF provide consumables and paper products?

✓ **Answer 8:** Yes. Machines, etc. are the vendor's responsibility.

9. Question: How often do the carpets need to be cleaned?

✓ **Answer 9:** Deep clean carpet cleaning annually; and then as needed per square foot pricing.

10. Question: Is there a decibel limit on the vacuums?

✓ **Answer 10:** No. Standard vacuum is fine.

11. Question: How many coats of wax are required for floor cleaning?

✓ **Answer 11:** Previous cleanings required 2-3 coats of wax.

12. Question: How many bathrooms are there total?

✓ **Answer 12:** 11 bathrooms total. 8 are public and 3 are private.

13. Question: The Attachment for the cleaning schedule states that the floor work on all other Terrazzo and VCT Floors in hallways and lobby areas are performed 2x monthly. However on the ITB page 6 states Floor cleaning is done accordance with onsite provided schedule- 1X/month. I'm confused if it's done 2x month or 1x month. Can you please clarify this?

✓ **Answer 13:** Burnishing is done 1x a month – that is for the Terrazzo and VCT hallway floors.

14. Question: Is the lab cleaning done once per year; and does the lab cleaning involve hazmat, handling any hazardous waste or other toxic chemicals?

✓ **Answer 14:** Lab cleaning is once per year; and no, the lab cleaning does not involve hazmat, handling any hazardous waste or other toxic chemicals.

15. Question: What is required for the outside cleaning?

✓ **Answer 15:** Cleaning the picnic tables and emptying trashcans.

16. Question: Regarding the sunshade and window cleaning, in the past have the window cleaning company used repelling or machine rental or both?

✓ **Answer 16:** Just repelling.

17. Question: What is the total cleaning square footage?

✓ **Answer 17:** The attachment with finishes lists all the floor types by square foot – total cleanable building space (All surfaces) = 67,275sqft.

18. Question: For bidder qualification, UF is requesting documentation showing at least three years' experience. Is this simply a statement of business history and experience?

✓ **Answer 18:** Yes. Please provide business history, references, and other details showing at least 3 years' experience.

19. Question: How long has the incumbent been providing janitorial services?

✓ **Answer 19:** Five or six years...since the Lake Nona facility was originally opened.

20. Question: Who is the current vendor contracted to provide janitorial services?

✓ **Answer 20:** MSA Cleaning.

21. Question: What is the current annual billing for Lots 1 and 2?

✓ **Answer 21:**

i. Lot 1: 2017 = \$16,019 / 2018 = \$3,842

ii. Lot 2: 2017 = \$7,970 / 2018 = \$9,381

22. Question: Can you provide the current contract pricing and the previous bid tabulation?

✓ **Answer 22:** Yes. Please see attached.

23. Question: Will you please provide a copy of the mandatory pre-bid meeting sign-in sheet?

✓ **Answer 23:** Yes. Please see attached.

Answer to Question # 22: Previous Bid Tabulation Attached.

Mandatory Pre-Proposal Meeting Attendees

Date: 12/12/2018 @ 11:30 AM

Bid/Proposal Title: ITB19EE-113 – Janitorial Services for Lake Nona Location

Representative Name, Email Address	Telephone#
Rudy Perez DfA Building Services. rperez@dabuildingservices.com	407-831-5388 FAX 407-831-1370
Leroy Cannequiter Ocean Breeze Cleaning leroycannequiter@gmail.com	(352) 222-3052 FAX
Pat Lamb Florida Cleaning Systems, Inc. pat@fcsiservices.com	407-268-4035 FAX 407-268-4037
Robbie James M. McIlister@gmail.com Elite Maintenance USA.com	352-376-4005 FAX 352-376-4006
Damon Choi Elite Maintenance USA.com Elite Maintenance USA.com	352-376-4005 FAX 352-376-4006
MICHAEL CLARK mclark@owens-services.com	407.466.5408 FAX
MOHAMMED KAMAL MKAMAL@OWENS-SERVICES.COM	407.448-8641 FAX
Deidre Mobley-Keith dKeith@carpetsystemsplus.net	(352)258-1357 FAX
Reggie Keith rkeith@carpetsystemsplus.net	(352)246-9635 FAX
Jon Cloutz, Jr. Jones Grossman Service, Inc.	407-292-3383 FAX
	FAX
	FAX
	FAX

Mandatory Pre-Proposal Meeting Attendees

Date: 12/12/2018 @ 11:30 AM

Bid/Proposal Title: ITB19EE-113 – Janitorial Services for Lake Nona Location

Representative Name, Email Address	Telephone#
a.molina2723@gmail.com	941 538 8118
Alejandro Molina	FAX
C. Cabrer 23@ hnd. Mkt. Inc	678-936-6492
CARLOS CABRERA	FAX 845-576-0058
Carlos Garcia	407-497-0488
C. Garcia @ Am Facility, Com.	FAX 407-951-8726
MICHAEL WENRICH	407-625-4395
MICHAEL.WENRICH@CWSERVICES.COM	FAX
MAXIMO CHANLATTE	513-585-0313
OPERATIONSM@Highsourcesinc.com	FAX
Robert Sheridan.	
Robert.sheridan@emerald-serv.com	FAX
Jose Arroyo Marsden	407.535.6367
Jarroyo@marsden.com	FAX
Shaz Ali salimarsden.com	305-340-7524
salim@marsden.com	FAX
EDNA WATSON	
edna.watson@gocitywide.net	FAX 321-200-2671
Shazard Ali	305-340-7524
salim@marsden.com	FAX
	FAX
	FAX



Mandatory Pre-Proposal Meeting Attendees

Date: 12/12/2018 @ 11:30 AM

Bid/Proposal Title: ITB19EE-113 – Janitorial Services for Lake Nona Location

Representative Name, Email Address	Telephone#
Sonny Acevedo	239-980-4687
acevedo@stocktonmaintenance.com	FAX
Liz Leon	561-684-9793
liz@msacleaningsystems.com	FAX
Gamantha Sharenow	321-202-8785
Gamantha@bermancorp.com	FAX
Eric Evans A-1 Orange	8489928357
Eevans@a1orange.com	FAX
	FAX
	FAX
	FAX
	FAX
	FAX
	FAX
	FAX
	FAX
	FAX
	FAX
	FAX

Answer to Question 23: Mandatory Pre-Bid Meeting Sign-In Sheet Attached.

NOTICE OF INTENDED AWARD TO [REDACTED]. FAILURE TO FILE A PROTEST IN ACCORDANCE WITH BOARD OF GOVERNORS (BOG) REGULATION 18.002 OR FAILURE TO POST THE BOND OR OTHER SECURITY AS REQUIRED IN THE BOG REGULATION 18.002 AND 18.003(3), SHALL CONSTITUTE A WAIVER OF PROTEST PROCEEDINGS. ALL BIDS/PROPOSALS ACCEPTED BY THE UNIVERSITY ARE SUBJECT TO THE UNIVERSITY'S TERMS AND CONDITIONS AND ANY AND ALL ADDITIONAL TERMS AND CONDITIONS SUBMITTED BY THE BIDDERS/PROPOSERS ARE REJECTED AND SHALL HAVE NO FORCE AND EFFECT. OFFERS FROM THE VENDORS LISTED HEREIN ARE THE ONLY OFFERS RECEIVED TIMELY AS OF THE OPENING DATE AND TIME LISTED IN THE REQUEST FOR PROPOSALS OR REQUEST FOR BIDS. ALL OTHER OFFERS SUBMITTED IN RESPONSE TO THIS SOLICITATION, IF ANY, ARE HEREBY REJECTED AS LATE. NOTICE OF BID/PROPOSALS PROTEST BONDING REQUIREMENT. ANY PERSON OR ENTITY WHO FILES AN ACTION PROTESTING A DECISION OR AN INTENDED DECISION PERTAINING TO A COMPETITIVE SOLICITATION SHALL AT THE TIME OF THE FILING THE FORMAL PROTEST, POST WITH THE UNIVERSITY A BOND PAYABLE TO THE UNIVERSITY IN AN AMOUNT EQUAL TO: 10% OF THE ESTIMATED VALUE OF THE PROTESTOR'S BID OR PROPOSAL; 10% OF THE ESTIMATED EXPENDITURE DURING THE CONTRACT TERM; \$10,000.00; OR WHICHEVER IS LESS. THE BOND SHALL BE CONDITIONED UPON THE PAYMENT OF ALL COSTS WHICH MAY BE ADJUDGED AGAINST THE PERSON OR ENTITY FILING THE PROTEST ACTION. IN LIEU OF A BOND, THE UNIVERSITY MAY ACCEPT A CASHIER'S CHECK, BANK OFFICIAL CHECK, OR MONEY ORDER IN THE AMOUNT OF THE BOND. FAILURE OF THE PROTESTING PERSON OR ENTITY TO FILE THE REQUIRED BOND, CASHIER'S CHECK, BANK OFFICIAL CHECK OR MONEY ORDER AT THE TIME OF THE FILING THE FORMAL PROTEST SHALL RESULT IN DENIAL OF THE PROTEST.

UNIVERSITY OF FLORIDA BID TABULATION

Janitorial Services for Lake Nona Location

PO No:

Revised per GC 9/8/08 gem

Vendor	BRD	Ack Form	AA #1	AA#2	Lot 1	Lot 2	Lot 3
USSI	10/01/2013 @ 11:12 AM		✓	✓			\$114,816. ⁰⁰
American Facility Services	10/01/2013 @ 11:13 AM	✓	✓		\$86,011. ³⁰		
Next Level Commercial Leaning	10/01/2013 @ 11:13 AM	✓	✓	✓			\$98,940. ⁰⁰
Tribond, LLC	10/01/2013 @ 11:13 AM	✓	✓	✓			\$113,325. ¹²
Unique Cleaning Service, Inc	10/01/2013 @ 11:13 AM	✓	✓	✓			\$79,615. ⁷⁶
Grosvendor GLDG Services, Inc	10/01/2013 @ 11:14 AM	✓	✓	✓			\$95,690. ⁰⁰
MSA Cleaning Systems	10/01/2013 @ 1:06 PM	✓	✓	✓	\$23,504. ⁰⁰		

PRESENT AT OPENING:

Elite Enterprises of Covingtonville Inc. (DATA MATH/STW)

MSA Cleaning Systems : Richard W. Keel

UF Purchasing

Jerrica Wilkins

UF Purchasing

Carole Wimmer