



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

January 27, 2020

INVITATION TO NEGOTIATE ITN20EE-124—ADDENDUM #1

TITLE: Lake Nona Janitorial Services

Mandatory pre-proposal meeting was held Thursday, January 9, 2020, at 11:00AM. **Proposals will be opened** February 4, 2020, at 3:00PM 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. All suppliers submitting a proposal are hereby notified that **acknowledging receipt of Addendum #1 is required.**

This Addendum consists of the following:

- Answers to the vendor questions that were submitted on or before January 16, 2020.
- Modifications to the ITN Scope of Work, Section 1.2.3 (Internal Window Cleaning)—Cleaning of the West sunshade has been removed from the Scope of Work.
- Modification to the ITN Scope of Work, Section 1.2.4 (Common Areas – Night Porter Common Area Duties)—Deep clean of carpeted areas service requirement has been changed from monthly to annually.
- An updated Price Page – Attachment IV—Pricing for annual cleaning of the West sunshade has been removed as a Line Item for the Lot 1 pricing. Please include pricing for annual cleaning of the West sunshade under the Additional Work section of the Price Page – Attachment IV.

If your proposal/response has already been sent to Procurement Services, please submit separately a signed copy of this Addendum and the completed Price Page – Attachment IV.

Elisabeth Eubanks,

Procurement Agent II

University of Florida | Procurement Services

PO Box 115250 | 971 Elmore Drive | Phone: 352.294.1165

Fax: 352.392.8837 | eeubanks@ufl.edu | Procurement@ufl.edu

The Foundation for The Gator Nation

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PLEASE ACKNOWLEDGE RECEIPT OF ADDENDUM #1 BY SIGNING BELOW. INCLUDE THE SIGNED ACKNOWLEDGMENT IN YOUR FORMAL PROPOSAL. FAILURE TO ACKNOWLEDGE THIS ADDENDUM COULD CONSTITUTE REJECTION OF YOUR PROPOSAL.

VENDOR NAME

VENDOR ADDRESS

SIGNATURE

ITN20EE-124 Janitorial Services for Lake Nona Location

1. **Question:** Is the current vendor employing two fulltime day porters on staggered schedules to complete all Day Porter janitorial duties?
✓ Answer: Currently there are two fulltime staff porters working overlapping schedules, one first fulltime staff porter is scheduled from 8:00AM to 4:00PM and the second fulltime staff porter is scheduled from 1:00PM to 10:00PM. Currently, one day porter needed for the day cleaning, but staffing levels are at vendor's discretion as to staff for day cleaning needs. UF has no preference as to whether the porters are employed fulltime or part-time but any porters schedules need to be pre-authorized and have a Gator 1 ID badge. This badge is used to gain access to the main building and other rooms within the building. As far as other staffing requirements, this left up to the vendor, but UF requires a direct point of vendor contact that is familiar with the building and available when needed.
2. **Question:** Is the night porter also responsible for performing the annual and semi-annual floor care services?
✓ Answer: The semi-annual and annual floor cleaning services must be performed at night when the facility is closed for business. Vendors may choose to hire an entire new crew or outside vendor to perform the semi-annual and annual floor cleaning services.
3. **Question:** Are there utility floor care workers that provide the annual and semi-annual floor care?
✓ Answer: Vendors are responsible for hiring staff or outside vendors to perform the semi-annual and annual floor cleaning services.
4. **Question:** Is vacuuming required daily in all areas or only daily in high traffic areas and weekly in all areas?
✓ Answer: Vacuuming is not required in all areas daily, but at least weekly in all offices and classrooms. Vacuuming should be done as needed as well during checks based on usage.
5. **Question:** Is the carpet deep cleaning (extraction) expected to be performed monthly?
✓ Answer: No. The deep clean carpet cleaning will need to be performed annually; and then as needed per square foot pricing. This is a change to the ITN Scope of Work, Section 1.2.4 (Common Areas).
6. **Question:** Are the burnishing/auto scrubbing done monthly on VCT and Terrazzo?
✓ Answer: Burnishing is done 1x a month – on both the Terrazzo and VCT hallway floors.
7. **Question:** What is the current contract value?
✓ Answer: Spend with the current vendor from March 2019 through January 2020 is \$68,739.08.

8. **Question:** Are consumables included in the price or do we invoice separately?
- ✓ **Answer:** UF provides all consumables and paper products. Machines, Equipment, etc., are the vendor's responsibility.
9. **Question:** Will UF be reconfiguring the existing ITN pricelist to include overtime rates?
- ✓ **Answer:** Please include overtime rates in the Additional Work section of the Price Page. Please see updated Price Page, Attachment IV.
10. **Question:** Is there a price proposal form?
- ✓ **Answer:** Yes. Please see the updated Price Page, Attachment IV.
11. **Question:** Is there a location on-site where the Janitorial Contractor has access to washer & dryer for mops and/or rags?
- ✓ **Answer:** There is no washer or dryer on site.
12. **Question:** What is the height of the interior windows that we are required to clean?
- ✓ **Answer:** The interior window height is approximately 10 feet to the first ledge.
13. **Question:** Is exterior window cleaning a part of this ITN's scope of work?
- ✓ **Answer:** No. The exterior window cleaning is not within the scope of this ITN.
14. **Question:** Is pressure washing a part of this ITN's scope of work?
- ✓ **Answer:** No. Pressure washing services are not within the scope of this ITN.
15. **Question:** Should vendors' proposals include a separate price for outside window cleaning or pressure washing services?
- ✓ **Answer:** No. Proposals should not include a separate line item price for exterior window cleaning or for pressure washing. Performance of these services is not within the scope of this ITN.
16. **Question:** Is the exterior West Sunshade cleaning within the scope of this ITN?
- ✓ **Answer:** No. Section 1.2.3 (Interior Window Cleaning) of the original Scope of Work in the ITN document has been modified. Proposals should not include the cost for this service in the total contract price. Cleaning the exterior West sunshade should be priced as a separate line item as additional work on the updated Price Page, Attachment IV.
17. **Question:** Should the West Sunshade be priced separately?
- ✓ **Answer:** Yes. The exterior West Sun Shade should be priced separately as additional work, if needed.

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

- ✓ **Answer:** Approximately 150 events per 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.

19. Question: How does UF decide which vendor(s) will be awarded the contract for this ITN?

- ✓ **Answer:** As stated in Section 2.0 of the solicitation document, the proposals will be evaluated according to stated evaluation criteria. The evaluation of each response to this ITN will be based on its overall competence, compliance, format, and organization. The Awards shall be made to the responsive and responsible vendors whose proposal are determined to be the most advantageous to the University of Florida, taking into consideration the evaluation criteria detailed in sections below. Pricing may be a criterion although it is important to note that *pricing is not the sole criterion*. The University is under no obligation whatsoever to select as most responsive the proposal that demonstrates the lowest pricing.

20. Question: Are the questions that we asked during the on-site visit going to be answered formally in an addendum?

- ✓ **Answer:** Only the questions that were submitted in writing by 5:00PM on January 16, 2020, are formally answered by way of this Addendum.

Attachment IV—PRICE PAGE

Indoor Janitorial

Total Overall Monthly Contract cost \$_____ x 12 mo. = \$_____ Annually
 (including all floor burnishing)

Grout Cleaning (Tile) – Semi-annually \$_____ x 2 = \$_____ Annually

Full Building Floor Cleaning (VCT, Terrazzo) excluding LV 2 and 3 VCT Labs – Annually, billed separately as needed

Price per sqft for Terrazzo cleaning \$_____ per sq ft x 14,107 sq ft x 1 = \$_____ Annually

Price per sqft for VCT cleaning (excluding Labs) \$_____ per sq ft x 7,507 sq ft x 1 = \$_____ Annually

Full Building Floor Cleaning (Carpet) – Annually, billed separately as needed

Price per sqft for Carpet cleaning \$_____ per sq ft x 26,954 sq ft x 1 = \$_____ Annually

Level 3 Lab Floor Cleaning – Annually \$_____ x 1 = \$_____ Annually

Level 4 Lab Floor Cleaning – Annually \$_____ x 1 = \$_____ Annually

Interior Window Cleaning – Annually

Internals Windows on 4-floor building \$_____ x 1 = \$_____ Annually

North, east, and west Windows of 4-floor building \$_____ x 1 = \$_____ Annually

South Windows on the west side (academic) and main stairwell only \$_____ x 1 = \$_____ Annually

Southside Windows on the east building on Level 1 only \$_____ x 1 = \$_____ Annually

Total Lot 1 \$_____ Annually

Please provide the hourly rate for additional work and special events:

1. Additional Work (e.g., general day porter and night porter duties, VCT cleaning, West sunshade cleaning, carpet cleaning, overtime rates, etc.).

Additional Work	Hourly Rate

2. Special Events \$_____ /Hr.

Saturday, Sunday, and after 5:00PM M-F (to be paid by 3rd party).