

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

April 15, 2021

**ADDENDUM NUMBER 2 ON ITN21SN-136**

**TITLE:** Floor and Carpet Care Services

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.

**This addendum consists of:**

- Revised Section 1.2.3 (a), Qualified Firms:
  - Qualified Firms: Vendors should meet the following **preferred** qualifications
- Revised Section 1.2.5 (b), Site Manager:
  - **The Site Manager shall be available between 4:00PM and 5:00PM to participate in meetings with UF to discuss the contract, service, or any issues, given reasonable notice.**
- Revised Section 1.2.11, Inspection Requirements:
  - Remove the following language: “window washing, blind cleaning,”
- Revised Section 1.3, Term of Agreement:
  - The term of this Agreement will be for an initial period of two (2) years, **06/01/2021 to 05/31/2023**, with an option to renew based on satisfactory performance and the written approval of both parties for up to two (2) additional two (2) year terms
- Attached answers to Supplier questions.
- Addition of Attachment 2 - Projected Schedule for June 2021.
- Addition of Attachment 3 - Floor Care Completion Scheduled, as of December 2020.



Steven Neal

Supplier Relationship Manager

**PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM 2 AND RETURN WITH YOUR BID.  
FAILURE TO ACKNOWLEDGE THIS ADDENDUM COULD CONSTITUTE REJECTION OF YOUR BID.**

---

VENDOR NAME

---

VENDOR ADDRESS

---

SIGNATURE

# ITN21SN-136 Floor Care Questions & Answers

April 15, 2021

1. Q: Per section 1.2.1 The amount of floor to be maintained is between 500,000 and 1 million square feet. Is this amount guaranteed?  
A: **The annual contract budget is approximately \$270,000, and the amount to be achieved is dependent upon the vendor's square foot pricing.**
  
2. Q: Is there any historical data regarding the annual amount of nsf requested to be serviced?  
A: **No accurate historical data is available.**
  
3. Q: Please provide the last 3 years billing for this service and the name of the contractor.  
A: **This ITN marks the first ever public solicitation for the university's floor care services. Therefore, no prior billing history or contractor information specific to floor care services exist.**
  
4. Q: What was is the current contract cost?  
A: **There is no current floor care services contract. However, departments are charged by Building Services for off-cycle floor care services at the rate of \$30 to 32.75 per hour.**
  
5. Q: Is the vendor responsible for replacing any social distancing stickers on the floors?  
A: **Yes, Facilities Services will provide the vendor(s) with replacement stickers along with application directions.**
  
6. Q: Those 6 feet apart social distancing stickers...how hard are those to pull up? Will you guys provide replacement stickers when the floors are done and would the vendor be responsible for replacing?  
A: **Remove the floor graphic by lifting one edge and pulling it off at a sharp angle with smooth, even tension. A scraper, such as a putty knife, may be used to lift the edge, if needed.**  
**Facilities Services will provide the vendor(s) with replacement stickers along with application directions.**

7. Q: Are the vendors responsible for moving furniture & back to regional position?

A: **Yes (see ITN Section 1.2.1).**

8. Q: Who provides the cleaning chemicals?

A: **The vendors (see ITN Section 1.2).**

9. Q: What are the green products to be used?

A: **Although non-green products may also be used upon approval, some suggested green products include, but are not limited to:**

- **Zep Floor Stripper**
- **Zep High Traffic Floor Polish**
- **Elements Neutral Floor Cleaner**
- **HydrOxi Pro Encapsulating Carpet Cleaner**
- **Triple S Carpet Rinse & Neutralizer**

10. Q: Will UF building facility be covering any electrical wires for computer or equipment?

A: **No.**

**Building Services will maintain communication with building occupants specific to floor care service schedule dates, and their role in preparing the area(s) to be serviced. The vendor is required to have all necessary tools and apparatus to complete the jobs.**

11. Q: Do you have a copy of prior year's (monthly) scheduled floor and carpet services, to get an idea of how services would be scheduled? If not, it would be helpful if you can provide a mock monthly or annual schedule of services?

A: **Lot One's projected monthly schedule for June 2021 (Attachment 2).**

12. Q: Does UF have a breakdown of floor type that the vendor will be serving?

A: **Hard Surfaces**

- **Vinyl Composite Tile (VCT)**
- **Luxury Vinyl Tile (LVT)**
- **Ceramic**
- **Laminate**
- **Marble**
- **Rubber**
- **Terrazzo**
- **Wood**

**Carpet**

- **Tile**
- **Broadloom**
- **Roll**

13. Q: Can you please specify what service is to be done in: (machine scrub, buffing, honing, grout cleaning, etc.)

- a. LVT
- b. Ceramic
- c. Laminate
- d. Marble
- e. Terrazzo
- f. Tile

A: **As alluded to in the ITN (Section 1.2.4), vendors are expected to know and have the professional knowledge and expertise required to fully execute and perform the scope of work which includes servicing various floor types.**

14. Q: Since some areas have more furniture than others, can moving furniture be priced separately?

A: **Yes. Please clearly document the price options on Attachment 1.**

15. Q: Are dorm rooms included in this bid? If so, what furniture do we need to move?

A: **No**

16. Q: 1.2.5 a. Staffing: in order for us to estimate how many people we will need for the job. We need to know: how many sq. ft. are we cleaning, how much time do we have to complete the job, and what service are we providing (carpet extraction, strip & wax, machine scrub, buffing, etc.)

A: **Building Services will provide the Lot One vendor with a monthly schedule of facilities to be serviced (see ITN Section 1.2.7). Most facilities will have a combination of a hard floor type and carpet. The duration of time to complete a scheduled facility is dependent on its size and complexity. Building Services will work with vendors to manage the temporal expectations. The vendors shall have access to the scheduled or assigned facilities five (5) day per week (excluding holidays and university closures) during times prescribed in the ITN (Section 1.2.1).**

17.Q: 1.2.5.b. Site Manager: needs to be available from 9am until 1:30am, this is 16.5 hours every day; Is this correct? If this is correct, can you please consider to have two (2) Site Managers for this project or to reduce the hours for the Site Manager?

- a. The Site Manager shall be available from 6:00 pm until 1:30 am to inspect buildings, meet building occupants, and University representatives to resolve floor care and carpet service problems.
- b. The Site Manager shall be available between 9:00 am until 4:00 pm to participate in meetings with UF to discuss the contract, service or any issues arising given reasonable notice.

A: **Correction. The Site Manager shall be available between 4PM and 5PM to participate in meetings with UF to discuss the contract, service or any issues arising given reasonable notice.**

18.Q: 1.2.8.d. Environmentally friendly products: What are the products that the University is already using? Could you please share the list of products already approved by the University?

A: **Regarding environmentally friendly products, please refer to the question 9 response herein.**

**Currently, UF is using the following floor products:**

- **NCL's Bare Bones Floor Stripper**
- **NCL's Performance Floor Finish 24/7**
- **Pioneer Eclipse Neutral All-Purpose Floor Cleaner**

19.Q: 1.2.11 Inspections Requirements:

- a. The report shall contain details of carpet cleaning, hard surface floor refinishing, window washing, blind cleaning, or other similar task. This ITN is for floor and carpet care only, is that correct?
- b. The vendor shall schedule all required work so as not to interfere with University operation. Is this for Lot 2 only? Because in 1.2.1 Lot 1 states that the University shall provide work schedules to the vendor monthly.

A: **ITN21SN-136 is for floor and carpet care services only (see ITN Section 1.1). The University shall provide a monthly schedule of work for the Lot One vendor, and off-scheduled floor care services requested by departments will be assigned to the Lot Two pool of vendors.**

20.Q: 4.1.1 Tab 7: Can we use as a reference, UF buildings that we are currently providing service or have provided floor service?

A: **Yes. As part of due diligence, references will be verified.**

21.Q: 6.34 Parking and Identification Badges:

a. Parking decal is required on campus Monday – Friday, 7:30 am – 4:30 pm are the normal hours of restriction when an appropriate decal is required to park for most areas of campus. Since we are providing our services after regular business hours, do we need to purchase the decal?

A: **No parking decal is required during these off hours.**

22. Does every building have access to load the equipment?

A: **Not all facilities have loading docks. However, ramps (designated for disabled) are accessible for transporting equipment in and out of facilities.**

23.Q: 6.35 Payment Terms: The ITN states that the payment terms are Net 30.

a. Is this pre-bill or post bill?  
b. Are we submitting Invoices weekly for work completed?

A: **For Lot One, the premise is to cut a purchase order for the budgeted amount and have the vendor draw-down utilizing monthly invoices.  
For Lot Two, the premise is for the vendor to submit invoices specific to completed work order assignments.**

**Invoices for contractual services must clearly reflect:**

- **The services/deliverables that were provided.**
- **Invoices must show the number of units and cost per unit.**
- **Invoices must be supported by documentation (service report) that clearly reflects the services/deliverables provided during the invoice period.**

24.Q: Will the floor work be year around or mainly through the summer months?

A: **Year Around**

Q: Can UF provide office space or a small cubicle to the vendor?

A: **No. However, space for a mobile storage unit will be available for the Lot One vendor (see ITN Section 1.2.6).**

25. Q: What if any badging requirements are mandated by UF?

A: **Yes. All vendors on campus are required to present some type of company designation.**

26. Q: What if any parking permits are required by UF?

A: **No parking decal is required during these off hours.**

27. Q: Is propane powered equipment allowed by UF?

A: **Propane powered equipment is not allowed inside buildings.**

28. Q: Can you clarify on Page 11 section 1.2.11 verbiage about cleaning windows and blind cleaning- Is this an error?

A: **Yes, this is an error. Cleaning windows and blinds are not germane to this ITN.**

29. Q: The term of the contract- Start date is listed as 5/1/21- 4/30/23. Will this be corrected to reflect a June 1, 2021 start date?

A: **The services are scheduled to commence on June 1, 2021.**

30. Q: Is there a percentage goal that UF would like to utilize for a Small Business Program?

A: **No, the University encourages good faith efforts regarding the utilization of small businesses.**

31. Q: Will there be a power source that the vendor can recharge machines at night?

A: **Discussions are underway to provide access to exterior electrical outlets the Lot One vendor.**

32. Q: Can other methods of carpet cleaning be utilized, such as dry encapsulation or dry foam?

A: **Yes, carpet cleaning methods like encapsulation / soil crystallization technology may be implemented where appropriate.**



33. Q: Would the contract state that services will be scheduled “with the exception of federal non-working holidays?”

A: **Yes, the university is closed for the following holidays:**

- **New Year’s Day**
- **Martin Luther King, Jr.’s Birthday**
- **Memorial Day**
- **Independence Day**
- **Labor Day**
- **Veterans Day**
- **Thanksgiving**
- **Christmas (Dec. 26<sup>th</sup> -Dec. 31<sup>st</sup>)**

**University closure may also occur due to extreme inclement weather.**

34. Q: Could you provide when was the last time the floor services or carpet services was done for these areas or buildings?

A: **Yes. See Attachment 3.**

35. Q: Would you be able to find out what type of floor wax finish was used in prior or last known floor wax services?

A: **Yes, see response to Questions 18 and 34.**