



LAKE COUNTY FLORIDA

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ADDENDUM NO. 1

Date of Addendum: May 4, 2011
Request For Proposals (RFP) No. 11-0216

JANITORIAL SERVICES FOR LAKE COUNTY FACILITIES

It is the vendor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid or proposal response. Acknowledgement may be confirmed either by inclusion of a signed copy of this addendum with the initial bid or proposal response, or by completion and return of the addendum acknowledgement section of the solicitation. Failure to acknowledge each addendum may prevent the bid or proposal from being considered for award.

This addendum ___ does X does not change the date for receipt of bids or proposals.

The purpose of this addendum is to provide notes from the pre-proposal conference, and further information, to all potential responding vendors. The notes are attached hereto and reflect information provided during the course of that meeting and further clarifying information developed after the meeting in response to specific vendor inquiries. Information that either further clarifies or amends the terms and conditions stated in the RFP are noted in ***bold italic type***. No changes other than the information so noted in this addendum constitute an approved change to the RFP.

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Typed/Printed Name: _____

Notes: Recommended Pre-Proposal Meeting, RFP 11-0216, Janitorial Services at Lake County Facilities

Meeting commenced at 10:00 AM as scheduled within the County Administration Building. Sign-in sheets were passed out with comment that this was a recommended rather than a mandatory meeting. The contents of the Request for Proposals (RFP) were summarized with specific notice provided in regards to the following matters:

- That a single award would be made based on the evaluation criteria stated in the RFP. Specific attention was focused on the criteria regarding the degree to which the proposer evidences use of Lake County personnel and/or subcontractors. It was several times confirmed that although price is to be an important factor, award would be made on a best value basis as allowed by the RFP process.
- That full performance would be expected on the first day of contract performance with no specific phase-in schedule being anticipated.
- That evidence of insurability to the stated levels was to be provided with the initial response.
- Vendors were advised to note and comply with the proposal content directions stated in provision 1.11 of the RFP with specific attention to be paid to the need for response by the stated due date and time.
- The requirement to comply with the local office requirement stated in provision 1.16 of the RFP. It was confirmed that this office did not have to be operational prior to performance but that review of the facility might occur during evaluation
- Emphasis was drawn to requirements stated in provisions 1.18 (Demonstration of Equipment), 1.24 (Liquidated damages), 1.30 (Work Performance/Accountability), and 1.31 (Work hours/ Scheduling).
- The two work options expressed in the scope of work were emphasized as were the varying pricing tables associated with those options.

Questions and answers that arose during the course of the conference are summarized as follows:

1. It was asked if the County was aware of a floor stripper that was "green seal" approved. The County did not have a specific response. It was pointed out that two of the buildings to be serviced did require use of "green seal" products, and that a line item was included in the solicitation for use of such products at all locations. Application of this line item was explained in detail.
2. It was asked if site visits were arranged in conjunction with the conference. The vendors were advised that the buildings were open to the public and they could walk around within that context. The solicitation notes a designated representative to arrange for site visits.
3. The best value evaluation process emphasized earlier was again confirmed.
4. It was confirmed that there was one vendor now performing the entire effort and that this vendor was in good standing with the County.

5. It was confirmed that a copy of the current contract was available on the County website.
6. It was confirmed that vendors could use subcontractors to perform specialized or other services.
7. The language in the solicitation covering work scheduling was confirmed in regards to once a week service frequencies.
8. ***It was stated that an addendum would cover whether services to facilities would be required in emergency situations during which only essential personnel were working.***

Subsequent Note: Contract services may be required during emergency periods designated by the County at locations designated by the County. A revised pricing page that includes a new pricing item for this service has been attached to this amendment. The new item is listed as the last item in the "Additional Pricing for Non-Routine Janitorial Services" pricing section. Vendors are to substitute the revised page 37 for the page 37 included in the original RFP, and utilize the revised page 37 in their response to the RFP.

9. The County confirmed that the "additional facilities" provision would include assuming cleaning at new construction such as the Judicial center with pricing to be proposed by the vendor and evaluated by the County based on current pricing.
10. It was confirmed that this effort does not involve federal funding.
11. ***There was considerable questioning regarding "phone-in" timesheets versus the timesheet requirement stated in the solicitation to include use of County phones to support that activity. It was stated that this response would be provided via addendum.***

Subsequent Note: The Contractor may use the County's phones for their timesheets. They must use a toll free number and the County must have access to the timesheet records.

12. The County confirmed that it had no product brand preferences.
13. The County confirmed that soap and towel dispensers were not fully standardized throughout County facilities.
14. ***The County confirmed that it did not have a breakout of restrooms per facility. The County also confirms in response to a later written inquiries that it does not have readily available site or floor plans, number of building tenants, average number of visitors, number of floors or stories, the ratio of hard floor verses carpet, or a total square footage of restrooms for each for the facilities to be serviced.***

Subsequent Note: Prospective vendors are advised that site visits are encouraged within the context and direction of provision 1.7 of the RFP. The current phone number for the point of contact designated therein (Mr. Don Glessner) is 352-253-4973.

SECTION 4 – PRICING/CERTIFICATIONS/SIGNATURES RFP 11-0216/ Amend 1

Pricing Item to Provide for Use of “Green Seal” Products at all Locations at the County’s Option

Section 9 of the Statement of Work specifies two locations at which “Green Seal” cleaning products must be used. The County may elect to have “Green Seal” cleaning products used at additional locations. The vendor shall insert a proposed percentage increase in the space provided under this item that can be applied to each or any of the “monthly cost” values stated above to provide for use of “Green Seal” cleaning products at that location: _____%

Additional Pricing for Non-Routine Janitorial Services		
There is no guarantee as to any quantities of non-routine work to be performed		
Item	Unit	Unit Cost
Special event cleaning	Per person - per hour	\$
Carpet cleaning	Per sqft.	\$
Floor stripping/sealing/waxing	Per sqft.	\$
Tile and grout cleaning	Per sqft.	\$
Exterior window washing	Per floor - per sqft.	\$
	1st	\$
	2nd	\$
	3rd	\$
	4th	\$
	5th	\$
	6th	\$
	7th	\$
	8th	\$
Upholstered furniture cleaning	Couch each	\$
	Office chair each	\$
	Recliner each	\$
	Love seat each	\$
	Foot stool each	\$
	Pillows each	\$
On-call Presidential cleaning (no minimum sqft. guaranteed)	Per sqft.	\$
Elevator cleaning – floors, walls, ceilings, doors, tracks, etc. per “Cleaning Guidelines”	Per cab	\$
Provide one person, and associated supplies, for a 12 hour shift at a designated emergency facility during a designated emergency,	Per 12 hour shift	\$

Identify below the management facility/office from which services under this project will be supported (see provision 1.17 of this RFP):

Facility Type: _____

Primary Point of Contact: _____

Name

Title

Address: _____

Phone number: _____

Fax number: _____

Email address: _____