

May 15, 2019

BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA

IFB # Y19-1083-AV
JANITORIAL SERVICES – ORANGE COUNTY SUN RAIL STATIONS
TERM CONTRACT

ADDENDUM NO. 3

This addendum is hereby incorporated into the Invitation for Bids document. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Deletions are denoted by ~~strikethrough~~ and additions via underline.

- A. Opening date remains unchanged, Tuesday, May 28, 2019, at 2:00PM (local time).
- B. Bid Response Form in the solicitation has been deleted in its entirety and replaced with the following:

Bid Response Form Revised A.
- C. Add to Scope of Services, 6. JANITORIAL SERVICES REQUIREMENTS

E. QUALITY ASSURANCE (QA) PROGRAM

Contractor shall establish and implement a complete quality assurance program to assure the requirements of the Contract are met as specified. A draft Quality Assurance Plan (QAP) shall be submitted for review and approval prior to start of Contract.

- A. The Contractor shall generate a quality assurance (QA) checklists for routine services and provide these to the County for approval. The County representative reserves the right to reject the checklist, request changes, or provide a checklist sheet to the Contractor.
- B. Using the County approved QA checklist, the Contractor shall detail all daily duties performed.
- C. The QA checklist shall be signed and dated to indicate what services were performed that day.
- D. The County representative shall conduct spot check inspections of each site. Inspection by the County representative may be scheduled or unannounced. The QA checklist shall be provided to the designated County representative upon request.
- E. The QA checklist must accompany all invoices for the time period being billed.

D. Questions and Answers:

1. **Question:** Cleaning Times: Per Scope of Work, Cleaning times are between 5:00 am and 11:00 pm. Can you give an example of what current work flow is? Is it 3 times per day or 2 times per day?

Answer: Currently, there is one janitorial attendant at each site Monday through Friday 8:00AM - 5:00PM. The Contractor will typically service to the station 2-4 times per week and pressure wash, spot clean concrete or platform. Currently, the Contractor's schedule is flexible. Contractor will perform services on the platform areas around 5:00PM on a weekend to not disrupt business operations. The County reserves the right to specify cleaning times and schedules.

2. **Question:** Days: Bid specifically says cleaning is 5 day per week Monday-Friday. I just want to clarify that weekends are not cleaning days. It is a 5 day cleaning contract correct?

Answer: The Contractor shall provide services Monday through Friday between the hours of 5:00AM and 11:00PM, except where noted herein where weekend work and event services are required. Weekend work shall include pressure washing and any other duties as stated herein as weekend work. Weekend work may be required for special events.

3. **Question:** Supplies: Consumable supplies such as paper towels, toilet tissue, trash bags, etc. are provided by SunRail correct?

Answer: Currently, there are no restrooms at the Sun Rail stations. The only consumable item the Contractor is required to supply from those three stated items, would be trash bags. The Contractor is responsible for providing all supplies necessary to complete the janitorial services requirements.

4. **Question:** Solicitation: Just to clarify, the only sites being bid on this solicitation are for Sand Lake SunRail Station and Meadow Woods SunRail Station correct?

Answer: Correct. Currently Sand Lake and Meadow Woods Stations are the only two stations.

5. **Question:** Sizes: Is it possible to get specific measurements such as square footage for each location?

Answer: Measurements are not readily available at this time. The Contractor should consider visiting the stations to formulate measurements.

6. **Question:** Janitorial Closets: Just to clarify, these locations do not have janitorial closets correct?

Answer: No, the SunRail stations do not have janitorial closets.

7. **Question:** Who could help me fill out the forms because I'm new to this, I do not want to mistakes.

Answer: The bidder is responsible for completing all forms in the IFB document without assistance from the County. Please ensure to use the checklist and submit all required forms in their entirety. Please ensure all appropriate forms are signed and notarized. Bidders may direct any questions to Ana Villalona at Ana.Villalona@ocfl.net before the cutoff date for questions.

8. **Question:** What was the price of this contract in the past.

Answer: The contract # is Y14-1002 and is currently online at:

<http://apps.ocfl.net/OrangeBids/Termcontracts/listtermcontract.asp>

9. **Question:** What is the current contract price for services and has any of the specs/scope of work changed from that contract to the one we are now bidding on?

Answer: The contract # is Y14-1002 and is currently online at:

<http://apps.ocfl.net/OrangeBids/Termcontracts/listtermcontract.asp>

10. **Question:** What was the dollar amount on the last contract for additional services?

Answer: The contract # is Y14-1002 and is currently online at:

<http://apps.ocfl.net/OrangeBids/Termcontracts/listtermcontract.asp>. There have been some changes from the original contract that are reflected in the amendments.

11. **Question:** How are Acts of God *ie.* hurricanes and severe storms addressed towards the cleaning?

Answer: The Sun Rail closes with any imposing in climate or dangerous weather pattern approaches. We would not anticipate cleaning to be performed in these conditions. A representative of the Facilities Management team will assess damages followed by storms or hurricanes. The Contractor shall contact Facilities Management if he or she has questions about performing any services.

12. **Question:** Are all locations accessible to check for bidding purposes?

Answer: Both locations are open to the public. Sites visits are highly encouraged.

13. **Question:** Can pressure washing be conducted at night after Sunrail hours of operation.

Answer: No. Pressure washing shall be performed during weekends per the Scope of Services, Janitorial Service Requirements, C.

ACKNOWLEDGEMENT OF ADDENDA

- a. The bidder shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the bid.
- b. Receipt acknowledged by:

Authorized Signer

Date Signed

Title

Name of Bidder

BID RESPONSE FORM – REVISED A
IFB #Y19-1083-AV

The Contractor shall provide all labor and other resources necessary to provide the goods and/or equipment in strict accordance with the specifications defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs.

ITEM NO.	JANITORIAL SERVICE LOCATIONS	MONTHLY UNIT PRICE	QUANTITY	ESTIMATED ANNUAL PRICE
1	Sand Lake Road SunRail Station 8030 South Orange Ave. Orlando, FL 32809	\$ _____/month	x 12	= \$ _____
2	Meadow Woods SunRail Station 120 Fairway Woods Blvd Orlando, FL 32824	\$ _____/month	x 12	= \$ _____
TOTAL ESTIMATED ANNUAL JANITORIAL PRICE				\$ _____

DESCRIPTION	HOURLY UNIT PRICE	ESTIMATED ANNUAL QTY	ANNUAL PRICE
3 Event Support Services	\$ _____/hour	100 hours	= \$ _____
TOTAL ESTIMATED ANNUAL PRICE			\$ _____

 Company Name