

March 6, 2020
Orange County Library System
Orlando, FL 32801
REQUEST FOR PROPOSAL (RFP) OCLS-20-001
ADDENDUM # 2

Janitorial Services for OCLS Branch Locations

This Addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall take precedence over the original documents. Additions are indicated by **underlining** and deletions via ~~strikethrough~~.

A. The Proposal Opening Date remains April 6, 2020 at 3:00PM

B. Correction:

On page 1, of the Facility Site Visit Schedule, the South Trail Branch address reads ~~4324 East Colonial~~

The address should read 4600 South Orange Blossom Trail

C. Questions and Answers

1. **Question:** How can I obtain a copy of the last bid package for the current term so I can compare the Scope then and the Scope now?

Answer: The current Janitorial Services Contract can be located here:

http://apps.ocfl.net/orangebids/Bid_Addenda.asp?PrinterFriendly=1&Visitor=Guest&OID=208801&OrangeBids=1&Plans=

Note, the new contract and scope of services to be provided is based closer to Orange County Contract Y18-163 which can be located here:

<http://apps.ocfl.net/OrangeBids/Termcontracts/listtermcontract.asp?ID=139592&CT=application/pdf&FN=Y18-163B.pdf>

2. **Question:** Who is the current vendor and what is the current contract pricing?

Answer: The current Janitorial Services Contract can be located here:

http://apps.ocfl.net/orangebids/Bid_Addenda.asp?PrinterFriendly=1&Visitor=Guest&OID=208801&OrangeBids=1&Plans=

Note, the new contract and scope of services to be provided is based closer to Orange County Contract Y18-163 which can be located here:

<http://apps.ocfl.net/OrangeBids/Termcontracts/listtermcontract.asp?ID=139592&CT=application/pdf&FN=Y18-163B.pdf>

3. **Question:** What type of Background check is required?

Answer: Level One

The Level One background check shall include the following information from the past five years:

- Identification Verification
- Selective Service Status (registered/unregistered)
- Florida Department of Law Enforcement (FDLE) Automated Criminal Record Clerk of Courts by County of Residence
- State Attorney's Office Employment Verification
- Department of Motor Vehicles (DMV) by State of Residence Military Service Verification
- Professional License and Certification Check

4. **Question:** Is the non-working supervisor required to be on site? That would mean a separate non-working supervisor for each library. Is there a minimum time the non-working supervisor should spend at each location since B-5 requires clock-in documentation

Answer: The non-working supervisor does not have to be on-site, but does need to do inspections.

5. **Question:** Is the Contractor Inspector/Support Specialist (B-1-3) a OCLS employee or does vendor provide?

Answer: The Inspector/Specialist will be an OCLS employee.

6. **Question:** Is there any cost for parking at any of the locations?

Answer: Parking is free at the branch locations.

7. **Question:** Are urinal blocks provided by OCLS ? I-2 requires Contractor to be responsible for the maintenance and replacement of urinal blocks but who pays for them?

Answer: Yes, OCLS will provide the urinal blocks.

8. **Question:** Is cleaning on desks required daily or just as needed?

Answer: The public tables and computer areas are daily. The office desks are when the manager's office is cleaned.

9. **Question:** Are carpets expected to be vacuumed daily in all areas or daily in traffic areas and weekly in offices, etc.?

Answer: The Cleaning frequency Chart per location (Exhibit B to the RFP) shows when each area needs to be vacuumed certain areas like Children's need to be done daily while shelving area is done 1 – 2 times a week (each location is different).

10. **Question:** How frequent are windows supposed to be cleaned, and are these all the interior of the exterior windows? Glass? It is listed in the Scope of work as daily and that would be extremely expensive.

Answer: The glass is the interior glass and is to be spot cleaned daily to remove any visible smudges fingerprints etc.

11. **Question:** How frequent are public use surfaces to be disinfected, tables, counters, computer tables and other furniture, It is listed in the Scope of work as daily and that would be extremely expensive.

Answer: Horizontal surfaces are to be cleaned daily.

12. **Question:** L-4 indicates that Exterior Glass cleaning is a requirement for this Bid, an hourly rate is requested. Is there a provision for lift rental or other access charges?

Answer: Exterior glass is an add-on, not part of the base bid and will only be requested if needed. However, if needed then OCLS would reimburse for any lift equipment with prior approval.

13. **Question:** Attachment B Denotes days of week for service but what is the preferred time of the day for service for each location?

Answer: The cleaning will occur after the branch closes, which is approximately 9:00 pm weeknights and 5:00 pm on weekends.

14. **Question:** Can you provide square footage of VCT, Resilient Tile?

Answer: We will provide that in a separate response, we have just remodeled several branches replacing VCT with LVT and LVT will be the new standard as we remodel the rest of the branches over the next 2 – 3 years.

15. **Question:** Does OCLS or the vendor provide the stripping and waxing products for the VCT?

Answer: The vendor provides all chemicals for all needs, including stripping and waxing the VCT.

16. **Question:** Do I need to visit all 15 branches on March 10 – 13, 2020.

Answer: Those Firms that were present for the March 6, 2020 meeting need to visit each of the branch locations at the date and time specified on the Facility Site Visit Schedule. It does not have to be the same person that attended the March 6, 2020 meeting nor does it have to be the same person for each visit. However, it must be a representative of the Firm. **If a Firm misses any of the site visits they can not bid on the contract.** Also, firms that did not attend the March 6, 2020 meeting cannot bid on the contract.

D. ACKNOWLEDGEMENT OF ADDENDA

1. The bidder shall acknowledge receipt of this addendum by completing that applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid.
2. All other terms and conditions of the RFQ remains the same.
3. Receipt acknowledge by:

Authorized Signature

Date

Title

Name of Firm