

June 29, 2020
Orange County Library System
Orlando, FL 32801
REQUEST FOR PROPOSAL (RFP) OCLS-20-001
ADDENDUM # 6

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 is changed to Wednesday April 22, 2020 May 20, 2020 AUGUST 19, 2020 at 3:00PM. This change is due to the County and the State issuing the Stay-At-Home Executive Order. Due to the COVID-19 Virus, we are unsure if the OCLS doors will still be closed to the public, thus to be safe, plan on submitting your responses electronically. The software details will be forthcoming.~~

The Proposal Opening Date remains as Wednesday, August 19, 2020 at 3:00 pm. The submission will be via the Negometrix Electronic Submission Portal. Two (2) submissions will be required. The first is the qualifications and supporting documents. The second is the pricing/bid sheet which will be submitted separately, which will not opened or considered until after the oral presentations on August 28, 2020.

The Negometrix Electronic Submission Portal is located here

[https://app.negometrix.com/buyer/2165.](https://app.negometrix.com/buyer/2165)

B. Correction:

1. The Oral Presentations will be via Zoom ~~or similar~~ web-based video meeting system which the OCLS will set up. ~~The Oral Presentation Date is now Wednesday April 29, 2020 Friday, May 29, 2020~~ **Friday, AUGUST 28, 2020. The oral presentations will be held via ZOOM at 10:00 am, 1:00 pm and 3:00 pm, the short-listed firms will be advised of the time slot and how to connect to ZOOM.** The Oral Presentation is to focus on the FIRM's Quality Assurance Program and how the FIRM will accomplish the required tasks.
2. The Question Submission Deadline has been changed to 3:00 pm on ~~Monday, March 30, 2020 Monday, April 27, 2020~~ **Monday, JULY 27, 2020** and the answers will be posted on ~~Wednesday, April 1, 2020 April 29, 2020~~ **Friday JULY 31, 2020.**

3. **The VCT Square footage** will be posted on Wednesday, April 29, 2020 by June 30, 2020 **is listed below.**

Location	SqFt of VCT
Alafaya Branch	165
Chickasaw Branch	-
Eatonville Branch	430
Fairview Shores Branch	-
Hiawassee Branch	-
South Trail Branch	-
Southeast Branch	-
Southwest Branch	-
North Orange Branch *	2,400
South Creek Branch	3,282
Washington Park Branch	98
West Oaks Branch *	1,544
Windermere Branch	-
Winter Garden Branch	336
* These 2 Branches will be remodeled by 12-31-2020 and will no longer have VCT.	

4. **Preliminary Schedule on Page 5**, originally reads as follows:

These dates are estimates only and are subject to change by the LIBRARY.

Event	Date	Time
Announcement of RFP	2/21/2020	3:00 P.M.
Mandatory Pre-Proposal Meeting *	3/06/2020	1:00 P.M.
Site Inspections **	03/10-13/2020	8A.M. - ?
Question Submission Deadline	3/18/2020	3:00 P.M.
Question Responses Posted	3/20/2020	3:00 P.M.
RFP Package Due	04/06/2020	3:00 P.M.
RFP Evaluated (Part 1 & 2)	04/07-09/2020	TBD
Inform FIRMs of Short-Listed Rankings	04/10/2020	3:00 P.M.
Firm Oral Presentations	4/20-21/2020	TBD
Final Evaluations Posted	4/22/2020	3:00 P.M.
Finalist To Board of Trustees for Approval	5/14/2020	6:00 P.M.
Contract Negotiations	05/14-29/2020	TBD
Tentative Date to Award Contract	06/01/2020	TBD
Contract Effective Date (Service Begins)	08/01/2020	7:00 A.M.

Preliminary Schedule on Page 5, should reads as follows Effective ~~4/30/2020~~ **6/26/2020**:

These dates are estimates only and are subject to change by the LIBRARY.

Event	Date	Time
Announcement of RFP	2/21/2020	3:00 P.M.
Initial Mandatory Pre-Proposal Meeting *	3/06/2020	1:00 P.M.
Initial Site Inspections **	03/10-13/2020	8A.M. - ?
2 nd Mandatory Pre-Proposal Meeting ***	<u>7/08/2020</u>	<u>10:00 A.M.</u>
2 nd Site Inspections ***	<u>7/13-15/2020</u>	8am – 5pm
Question Submission Deadline	<u>7/27/2020</u>	3:00 P.M.
Question Responses Posted	<u>7/31/2020</u>	3:00 P.M.
RFP Package Due	<u>08/19/2020</u>	3:00 P.M.
RFP Evaluated (Part 1 & 2)	<u>8/20-21/2020</u>	TBD
Inform FIRMS of Short-Listed Rankings	<u>8/21/2020</u>	3:00 P.M.
Firm Oral Presentations	<u>8/28/2020</u>	<u>10A.M. 1P.M. 3P.M.</u>
Final Evaluations Posted	<u>8/31/2020</u>	3:00 P.M.
Finalist To Board of Trustees for Approval	<u>9/10/2020</u>	6:00 P.M.
Contract Negotiations	<u>09/11-18/2020</u>	TBD
Tentative Date to Award Contract	<u>09/18/2020</u>	TBD
Contract Effective Date (Service Begins)	<u>10/01/2020</u>	7:00 A.M.

Note: The Mandatory Pre-Proposal Meeting may WILL be held via Zoom web-based video meeting system WebEx or similar electronic media if the Library is still closed to the public due to the Covid-19 virus. Also the RFP will be submitted electronically, further details will follow.

The ZOOM Information is as follows:

Wednesday, July 8th 10:00 am

- <https://zoom.us/j/95829739063>
- Meeting ID: 958 2973 9063
- Meeting Password is 12345

Dialing Instruction by your location

- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Germantown)
- +1 312 626 6799 US (Chicago)
- +1 669 900 9128 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)

***** SPECIAL NOTE: For the following FIRMS that participated in the Initial March 2020 Pre-Bid Meeting and Site Inspections, you are still qualified to bid on this RFP and do not need to attend the secondary (ie: July) Pre-Proposal Meeting or Site Inspections.**

Bless Hands Cleaning
City Wide Maintenance
D&A Building Services
Diversified Maintenance
Florida Cleaning Systems
High Sources
Jan-Pro
Spring Clean
Sterling Building Services
Zagasame International Inc

Those FIRMS that attended the March 2020 Pre-Bid meeting and did not attend the March 2020 Site Inspections are disqualified from bidding on this RFP.

5. Note: There are now only 14 branches to have services provided for as listed in item 3 above. The Herndon Branch is closed and will not reopen.

6. The Facility Site Visit Schedule is listed below.

C. Questions and Answers:

C-1: Question: What is the requested maintenance for the VCT Flooring?

Answer: See Section K: Tasks to be performed by contractor on a quarterly basis. Item K-1 Strip and Refinish Floors for instructions.

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

OCLS RFP 20-001
Janitorial Services for Branch Locations
Facility Site Visit Schedule
July 13 - 15, 2020

The following is the required branch site visit schedule for the Proposers. ***Please be advised if you do not complete ALL of the site visits, you will be disqualified to participate in the bid process.*** **Each day the site visits will start at 8:30 am at the noted branch.** We anticipate each site visit to take approximately 30 minutes then each Proposer will drive to the next location and so on. The estimated ending time is 2:00 pm. Proposers can have different representatives for each site or each day, but a representative must be present at each site each day. Due to Social Distancing, we are limiting the number of representatives to one (1) per proposer and representatives will be required to wear face masks.

Monday, July 13, 2020

- 1) Alafaya – 12000 East Colonial Drive, Orlando, FL 32826 – **Starting Point 8:30 am**
- 2) Chickasaw - 870 North Chickasaw Trail, Orlando, FL 32825
- 3) Southeast – 5575 South Semoran Blvd, Orlando, FL 32822
- 4) South Creek – 1702 Deerfield Blvd, Orlando, FL 32837
- 5) South Trail – 4600 South Orange Blossom Trail, Orlando, FL 32839

Tuesday, July 14, 2020

- 6) Southwest – 7255 Della Drive, Orlando, FL 32819 – **Starting Point 8:30 am**
- 7) Windermere – 530 Main Street, Windermere, FL 34786
- 8) Winter Garden – 805 East Plant Street, Winter Garden, FL 34787
- 9) West Oaks – 1821 East Silver Star Road, Ocoee, FL 34761
- 10) Hiawassee – 7391 West Colonial Drive, Orlando, FL 32818

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Wednesday, July 15, 2020

11) Washington Park, 5151 Raleigh Street, Suite A, Orlando, FL 32811 – **Starting Point 8:30 am**

12) North Orange – 1211 East Semoran Blvd, Apopka, FL 32703

13) Fairview Shores – 902 Lee Road, Suite 26, Orlando, FL 32810

14) Eatonville – 200 East Kennedy Blvd, Eatonville, FL 32751