

**BOARD OF COUNTY COMMISSIONERS  
JACKSON COUNTY, FLORIDA**

Project # 2021-11

**Cleaning Services Contract**

**ADDENDUM 1**

Whenever there is a conflict between this addendum and the initial bid documents or plans, the addendum shall take precedence.

Questions and Answers:

**1. What is the current cleaning service *monthly cost per facility*?**

As this is a competitive solicitation where price is a primary factor the County cannot release this information at this time.

**2. Who is the current cleaning service provider?**

Globo Maintenance and Cleaning Services

**3. What is the *annual budget* for the services outlined in the RFP?**

As this is a competitive solicitation where price is a primary factor the County cannot release this information at this time.

**4. What is the initial term of the contract?**

One Year, to be renewed annually.

**5. What are the cleaning service *hours per location*?**

Do any locations require service before 5 p.m.?

8 AM to 4 PM

**6. Are cost adjustments allowed after completion of the initial contract term for optional renewal years?**

Not at this time; contract term pricing may be adjusted at contract negotiation phase.

**7. What is the square footage breakdown of the floor work: VCT, Tile, and carpet? If available.**

This information is not available at this time; buildings consist primarily of general office space. Combination of flooring, tile, vinyl, carpet. Below is a summary of many of the buildings

included in this RFP which may help with the cost breakdown. **Ignore the Times Per Year Column.**

BUILDING LOCATION	TIMES PER YEAR	CARPET SQUARE FOOTAGE	TILE SQUARE FOOTAGE
Administration	2	5,368	NA
JCBOCC Board Room	2	1,728	NA
JC Public Library Main	1	4,704	252
JC Public Library Grvl	1	2,715	271
Tax Collector Sneads	1	1,319	NA
Tax Collector Grvl	1	797	900
Public Defenders	1	1,596	NA
State Probation	1	4,090	NA
State Attorney	1	4,590	NA
E911	1	1,500	NA
JC Sheriff Office	2	12,200	985
Children & Family	2	2,400	NA
Ag Complex Penn	3	14,100	7,499
Ag Center Hwy 90	1	698	3,327
Emergency Ops Ctr	2	3,634	2,202
Road & Bridge	1	2,270	1,266
JC Courthouse	3	24,025	6,657
Community Dev	2	6,058	NA
Lewis Bldg	2	2,110	NA
Tax Collector Drivers	2	989	731
Veterans Admin	1	645	222
JC Corrections	1	4,394	NA
		101,930	29,841

**8. Are background checks required under this RFP?**

Most likely. Their will be a vetting process to ensure company and it employees are responsible however at this time it is unclear whether background checks will be necessary.

**9. What are the holidays when service is not provided?**

1. The first of January – New Year’s Day
2. The third Monday of January – Martin Luther King’s Birthday
3. The Friday before Easter – Good Friday
4. The last Monday of May – Memorial Day
5. The fourth of July – Independence Day
6. The first Monday of September – Labor Day
7. November 11th – Veterans Day
8. The fourth Thursday in November – Thanksgiving Day
9. The Friday after Thanksgiving – Thanksgiving Friday
10. The twenty-fourth of December – Christmas Eve
11. The twenty-fifth of December – Christmas Day

**10. For holiday building closures that occur on normal cleaning days, are these cleans expected to be made up next business day (e.g. for 3 x per week cleans, if a building is closed on Monday, would we clean Tue/Wed/Fri on those weeks, or just Wed/Fri)?**

To be determined on a case by case basis.

**11. What is the estimated date for issuance of final addenda?**

January 22, 2021

**12. RFP page 23, Non-Collusive Affidavit, bottom of form has a reference to State of Florida Department of Transportation Procurement.**

**Is it ok to strikeout or disregard that reference?**

Yes.

**13. The county will be providing the consumables? Paper, soap, liners etc?**

Yes, Section 2.8 of RFP: JCBOCC will provide trash can liners/bags, paper towels, toilet paper, sanitary paper holders and hand soap for the dispensers.

**14. Floor care will be included on price or separate**

Separate, the only floor care included is as outlined in Scope of Work, general vacuuming, mopping, sweeping.

**15. Any annual budget for this project?**

Cannot be released at this time.

**16. No day porter needed?**

Not at this time.

**17. Can you provide square footage for buildings #12 and #15, they are currently shown as “unspecified”?**

Public Defender Office, approximately 2,500 sq/ft; Sneads Tax Collector approximately 2,500.

**18. Fixture counts (i.e. toilets, urinals, sinks) for each facility?**

Unspecified, each building will typically have at least one men’s and women’s restroom.

**19. Paragraph 2.3, bullet #3 says: “Carpets shall be cleaned in a manner acceptable to the trade...” and the subsequent daily/weekly tasks specify vacuuming of carpets/rugs. Can you please clarify if there is any requirement beyond vacuuming and, if so, expected frequency?**

No extra requirement.

**20. Daily task 2.F says: “Clean glass windows” and Weekly task 3.A. says: “Clean interior glass windows”. Can you please clarify the difference?**

Clean glass windows refers to exterior glass windows while interior refers to indoor glass windows. Certain buildings have conference rooms or offices with interior glass windows.

**21. Does Jackson County have standard vendor payment terms, or do we have flexibility to negotiate payment terms?**

Typically, contracts of this nature are awarded as a set price and then paid in arrears throughout the year in equal monthly installments. Each invoice would list the dates of service and be charged to each location.

**22. Is there a specified contract term for this RFP or do we have flexibility to negotiate contract term (with the understanding contract may be terminated for non-performance)?**

Yes, see addendum 2