



ADDENDUM NO. 4

Issue Date: January 20, 2021

Project Name: Annual Custodial Services for County Buildings

Bid Number: 2021012

Bid Opening Date: **January 27, 2021**

This addendum is being released to answer questions received to date. The information and documents contained in this addendum are hereby incorporated in the invitation to bid. **This addendum must be acknowledged where indicated on the bid form, or the bid will be declared non-responsive.**

Modifications to Bid Documents:

Replace bid form with attached "**Bid Form – Addendum 4**"

Questions and Answers

1. Can you tell me if you are planning to award the contract to single vendor or multiple?
See Scope of Work: "The County will award each group to one firm. No firm will be awarded more than one group."
2. Does 43rd Ave. Administrative Annex's 33,000sf include warehouse's 5,000sf?
If warehouse doesn't require daily cleaning, what service frequency do you request?
No, the 33,000 sq. ft does not include the 5,000 sq. ft. warehouse area. No services are proposed for the 5,000 sq. ft. warehouse area.
3. What are the service days for Emergency Operation Center?
Is it 5 days per week, Monday thru Friday?
Yes
4. What are the service days for Sheriff's Administration Buildings?
It is not specified. Is it 5 days or 7 days a week?
The requirements and recommended times for the Sheriff's facilities are shown on the following table.

IRCSO CLEANING SCHEDULE

<u>Building</u>	<u>Days/week</u>	<u>Approximate time</u>
Administration (bldg. "H")	M-F	5:00 p.m.
Crime Scene ("N")	M-F	1:00 – 1:30 p.m.
GSUB (bldg. "K")	M-F	2:00 p.m.
Hangar (bldg. "R")	Tu, Th	5:00 - 5:30 p.m.
Mall (Victim Advocate)	MWF	noon
Sunsky (bldg. "M")	M-F	2:30-3:00 p.m.

5. What are the service days for Sheriff's Human Resources (Modular Bldg)?
It is not specified.
See table above. Administration (bldg. "H") is the Human Resource Building.

6. What are the service days for Sheriff's Crime Scene Facility?
It is not specified.
See table above.

7. What are the service days for North County Library?
It requires 6 days a week but not specified which days.
Monday through Saturday.

8. Do you require Day Porter/Cleaning Services at County Administration building A and B? What are the sizes of the offices require services prior to 5pm?
Please see "Daytime Building Attendants: 16th St. Complex (Judicial Complex and Main Library) and Administration Complex (Administration Buildings A and B and Health Department)" beginning on page 18 in Scope of Work.

9. Can you clarify if you need Day porter service at Judicial Center?
If so what is the day porter hours?
Please see "Daytime Building Attendants: 16th St. Complex (Judicial Complex and Main Library) and Administration Complex (Administration Buildings A and B and Health Department)" beginning on page 18 in Scope of Work.

10. What are the service hours for Main Library? Does it require Day Porter services or only night services?
Service is required after 5:00 p.m. Monday through Sunday. The day porter from the courthouse also covers the library for issues before 5 p.m. Monday through Friday.

11. Are contractors required to include a copy of their certificate of insurance with their bid?
Yes

12. Is the contractor responsible for the cost of the criminal background check?
No
13. How long does it take to receive results from criminal background checks?
Less than a week.
14. On what criteria will bids be evaluated and an award be issued.
Each group will be awarded to the lowest responsive, responsible bidder.
15. Are contractors permitted to include information in addition to the bid forms to demonstrate our experience and capability?
Yes, however the information will only be used to affirm your responsibility to complete the work.
16. What events on a background check would disqualify an employee from working at a County facility?
Extensive criminal background, Felony arrests.
17. Confirming that bids must be submitted in person or mailed with One (1) hard copy and one (1) copy.
This is correct.
18. When the solicitation states wax tile floor which type of tile is it reference to or is it all types of tile flooring throughout the facilities?
We have Vinyl composit tile, Ceramic and Terrazo.
19. Also, would it be possible to receive the amount of square footage of each type of tile needing wax per building.
All of the square footages would be estimated so it is encouraged that the contractor walk the sites.
20. Is it mandatory to bid all groups or can we bid on specific groups we choose in the solicitation?
Contractors may bid on one or more groups, but only one will be awarded.
21. In reference to Group 2 – is the County requesting for one (1) porter to service both buildings or would the County prefer one (1) porter for each building (2 porters per day for Group 2)?
One porter is required to service for the group (Administration Buildings and Health Department Building).

Indian River County Purchasing Division

1800 27th Street
 Vero Beach, FL 32960
 Phone (772) 226-1416



Bid Form – Addendum 4

Annual Custodial Services for County Buildings

Bid #: 2021013
 Bid Opening Date and Time: January 20, 2021 2:00 P.M.
 Bid Opening Location: Purchasing Division
 1800 27th Street
 Vero Beach, FL 32960

The following addenda are hereby acknowledged:

Addendum Number	Date
_____	_____
_____	_____
_____	_____
_____	_____

In accordance with all terms, conditions, specifications, and requirements, the Bidder offers the following:

Facility	Monthly Amount	Annual Amount
Group 1: Judicial Complex:		
Judicial Center	\$	\$
Main Library	\$	\$
Total for Group 1: Judicial Complex	\$	\$
Group 2: Administrative Complex:		
County Administration Buildings A & B	\$	\$
Health Department	\$	\$
Total for Group 2: Administrative Complex Excluding Tax Collector's Office	\$	\$
Group 3: 43rd Avenue Complex		
43rd Ave. Administration Annex	\$	\$
Emergency Operations Center	\$	\$
Traffic Operations Center	\$	\$
Sheriff's Administration Buildings	\$	\$

Sheriff's Human Resources (modular)	\$	\$
Sheriff's Crime Scene Facility	\$	\$
Sheriff's Hangar	\$	\$
Sheriff's Mall Office	\$	\$
North County Library	\$	\$
Sebastian Corners	\$	\$
Total for Group 3: 43rd Avenue Complex	\$	\$

Facility	Per square foot rate
Group 1: Judicial Complex:	
Judicial Center	\$
Main Library	\$
Group 2: Administrative Complex:	
County Administration Buildings A & B	\$
Health Department	\$
Group 3: 43rd Avenue Complex	
43rd Ave. Administration Annex	\$
Emergency Operations Center	\$
Traffic Operations Center	\$
Sheriff's Administration Building	\$
Sheriff's Human Resources (modular)	\$
Sheriff's Crime Scene Facility	\$
Sheriff's Hanger	\$
Sheriff's Mall Office	\$
North County Library	\$
Sebastian Corners	\$

The undersigned hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications, and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or request additional compensation.

Company Name: _____

Company Address: _____

City, State _____ Zip Code _____

Telephone: _____ Fax: _____

E-mail: _____

Business Tax Receipt Number: _____ FEIN Number: _____

Authorized Signature: _____ **Date:** _____

Name: _____ Title: _____
(Type / Printed)