



ADDENDUM NO. 1

Date: March 5, 2019

To: All Interested Parties

From: Litsy C. Pittser, Procurement Specialist
Village of Palmetto Bay
9705 E Hibiscus Street
Palmetto Bay, Florida 33157

Re: Invitation to Bid No. 1819-11-008
Janitorial Services – Village Hall and Off-Site Locations

This Addendum forms a part of the Invitation to Bid No. 1819-11-008 (ITB) Package Document with any amendments and/or additions noted below.

Jorge Benitez, ABP Maintenance

- **Question:** On page 13 it states that the vendor will supply the tools and the Village will furnish the supplies. What supplies?
- **Village:** The Village shall provide all the cleaning products making sure that they are environmentally safe and green. The Village shall provide all the liners of the trash bins, paper towels and toilet paper rolls, soap for the restrooms. To summarize all the necessary supplies needed to clean the facilities.
- **Question:** It says in the bid that the starting time is 4:00pm it does not have to be sharp, can it be a little before or a little after 4:00pm.
- **Village:** Yes, you can come before 4:00pm no earlier than 3:00pm and you can arrive past 4:00pm no later than 4:30pm since the Police Department needs to be serviced before administration leaves at 5:00pm.
- **Question:** Do you provide CPI increases every year?
- **Village:** The Village does not provide an increase in the contract for CPI during the duration of the (3) years nor will the bid price increase for the (2) optional years. The federal minimum wages have not increased since 2009 only if tied to federal grants. This service is not tied to any federal agency. If by

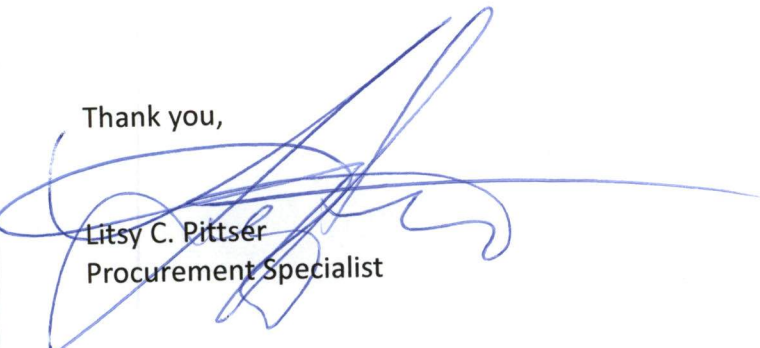
chance there is a federal minimum wage increase, we shall accommodate the bid price to include such increase based on the amount of personnel and hours worked.

- **Question:** What activities will the 900 building have, how many times do we have to service it.
- **Village:** The Village anticipates that the building will be serviced (2) times per week, if activities increase than we shall increase the service to no more than (3) times per week.

Pierre Prime, Kita Corporation

- **Question:** Will the employees be cleaning some parts of the building and us the other or what?
- **Village:** No, there will not be any Village employee participating in the cleaning of the buildings. The Company that is awarded will hold the responsibility of the daily cleaning for all facilities mentioned on the ITB.
- **Village:** The Police Department shall take priority as being the first area to be cleaned.
- **Question:** Does the Village provide a background check?
- **Village:** All vendor personnel assigned to work at the Village shall require a background check. The Village is not responsible for this, the employee is working for the vendor therefore, the vendor is responsible to background check all their employees.
- **Question:** Will our staff need a Palmetto Bay Badge?
- **Village:** In order to have access to the different areas of the building, the staff will have a pass, it will be programmed exclusively to the time the staff is working in the building.
- **Question:** What is the process in getting in and out of the buildings?
- **Village:** The Village shall furnish the awarded vendor with alarm code, keys and badges for total access.

Thank you,



Litsy C. Pittser
Procurement Specialist

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**ACKNOWLEDGEMENT OF
ADDENDUM SOLICITATION**



Amendment/Modification No: 1

Amendment of ITB No: 1819-11-008

Title: **Janitorial Services – Village Hall and Off-Site Locations**

Name of Proposer _____

Date Addendum Received _____

Total Pages of Addendum including Acknowledgement 3

Print Name _____

Signature _____

All other terms and conditions stipulated in the original Village of Palmetto Bay Invitation to Bid shall remain in force. All addenda created will be incorporated into the final contract and must be acknowledged in all bids. This acknowledgement form must be included in the response and failure to sign and submit this form may result in your bid from being rejected.