



## ADDENDUM NO. 1

Date: April 18, 2022

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. 2022-11-008  
**Janitorial Services – Village Hall and Off-Site Locations**

This Addendum forms a part of the Invitation to Bid No. 2022-11-008 (ITB) Package Document with any amendments and/or additions noted below.

### Minutes to Mandatory Pre-Bid Meeting Held on April 14<sup>th</sup>, 2022

The meeting was held at Village Hall and started at 10:05am, everyone in attendance was told to sign the sign-in sheet. The procurement specialist started with instructions as to how to present their financial data by not including the financials with the bid but putting it in a separate envelope. Financials are not subject to Sunshine Law. Another point of discussion was to describe the waxing of the floors and shampooing of the rugs. It was determined that the floors do not need waxing but buffering from time to time same as shampooing. It was determined that a new bid form sheet would be presented showing the additional services as optional line items. The floors shall be stated as buffering the floors and shampooing rugs. The Perrine House was switched from a monthly maintenance fee to service per event. Since the volume of the Perrine House is low, it was more economical to service it as needed. Schedule was discussed, it was stated that the Police shall need to be serviced anytime before 4:00pm and Public Service House shall need to be serviced by 5:00pm. The days of service shall be Monday through Friday and emphasis shall be made to the Chambers before any meeting. It was stated that all personnel assigned to service the Village shall need to go through a background check at the Vendors expense and will be furnished with a card key with access to the Village.

- **Village:** With this addendum, there will be a .pdf “New Bid Form” that goes with this addendum.
- **Question:** Integrity Janitorial Service Corp.

I would like to ask if you could explain to me Section 3.25.

- **Village:** This section is part of general terms and conditions and is generic for all the bids/proposals received by the Village. Since the Village is providing the supplies, this section really does not apply to you.

Thank you,



Litsy C. Pittser  
Procurement Specialist

**ACKNOWLEDGEMENT OF  
ADDENDUM SOLICITATION**



Amendment/Modification No: 1

Amendment of ITB No: 2022-11-008

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.**