



THE CITY OF DAYTONA BEACH
OFFICE OF THE PURCHASING AGENT

Post Office Box 2451
Daytona Beach, Florida 32115-2451

Phone (386) 671-8080
Fax (386) 671-8085

ADDENDUM NO. 2

DATE: March 1, 2018
PROJECT: RFP 0118-0590
CUSTODIAL SERVICES

OPENING DATE: ~~MARCH 6, 2018~~ MARCH 12, 2018 AT 2:00 pm

This addendum is hereby incorporated into the Request for Proposal for 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, deletions are indicated by ~~strikethrough~~.

1. A revised Exhibit IV will be coming in a future addendum.
2. The due date for this RFP has been moved from ~~March 6, 2018~~ to March 12, 2018. The corresponding dates set forth in section IV, page 30 the RFP are will have to be adjusted:

Proposals Due:	March 6, 2018	<u>March 12 at 2pm</u>
Selection Committee Meeting	March 14, 2018	<u>March 22 at 9am</u>
Recommendation to City Manager	March 21, 2018	<u>March 29</u>
Estimated to be placed on City Commission Agenda for Approval	April 18, 2018	<u>May 2</u>

3. Answers to written questions:

Q1: E requires listing of client references also required on G

A1: Page 16 E.1. should read:

References (Exhibit II):

Provide a listing of 3-5 client references with comparable contract scope (tasks and size/number of facilities) for whom the Proposer is currently performing services or for whom services were provided in the past 5 years from the date of this RFP. Provide client name, address, telephone number, email, and contact person). Use Exhibit II for this purpose. You may list more than 1 person per client; however, all must have direct knowledge of your work. Do not include CEO's, Presidents, or anyone who doesn't have direct knowledge of your work. Must use our form. You may copy as many forms as needed. Proposers must use Exhibit II for this purpose.

Page 17, Strike item G.

~~References (Exhibit II):~~

~~Provide at least 3 and no more than 5 references, you may list more than 1 person per client; however, all must have direct knowledge of your work. Do not include CEO's, Presidents, or anyone who doesn't have direct knowledge of your work. Must use our form. You may copy as many forms as needed. Proposers must use Exhibit II for this purpose.~~

Q2: Have there been any notice of non-conformance issued to the incumbent contractor? If so, what were the reason/s?

A2: Current contractor has been able to rectify any issues of non-conformance within a reasonable amount of time. Communication with current contractor is open and effective.

Q3: Will additional storage space be provided for large janitorial equipment (i.e. Tennant Machine, ladders, buffers, etc)

A3 Each facility has small storage areas.

Q4: Will overnight parking be available to the contractor for vehicles required to do the services?

A4: Yes

Q5: Will clean up of human blood and fluids be required?

A5: That is always a possibility

Q6: Will OSHA Blood Borne Pathogen Certification/Training be required?

A6: All contractors should have policies and procedures to address this.

Q7: If so will the City provide blood spill/clean-up kits to the contractor?

A7: No

Q8: There are several break rooms throughout all facilities. Will the contract be responsible to clean: ovens, stoves, refrigerators, microwave ovens, other appliances, and sinks?

A8: The contractor will be responsible for all surfaces, not inside of ovens, stoves or refrigerators. Sinks should be cleaned daily.

Q9: Will the contractors be required to sweep, mop, collect trash, or maintain any of the **industrial work bays/areas** other than restrooms throughout all facilities?

A9: See pages 25-29 that describes daily, weekly, monthly, quarterly, semi-annual, and annual responsibilities in detail.

Q10: While doing the site visits we observed several areas that required detailed attention: i.e. dirt, grime, and wax build-up on floor and baseboards, scuff marks on floors, dirty mirrors/windows, dirty drinking fountains, dirty stairwells, just to name a few. Will the incumbent contractor be required to bring the buildings up to

standard or will the incoming contractor be required to provide the remedial service?

A10: The incumbent will address deficiencies. However, incoming contractor will provide adequate services to address any problems they identify.

Q11: There was some confusion as to the specific buildings requiring services at the Waste Water complex at 3651 LPGA Blvd. Can the city provide a detailed description of : buildings, square footages, types of flooring, restrooms, and break rooms count at the LGPA Blvd Complex?

A11: Item 1, Addendum 1 addresses this question.

Q12: Item 14 states “Lower and fold CITY Hall flag at 5:30 P.M.”

Q12(a) A Retreat Detail (Flag Lowering Team) consists of at least 3 individuals. Does the City require the contractor to adhere to common Customs and Courtesies when honoring the flag?

A12(a): N/A – Flag is lit. Stays up 365 days per year

Q12(b): Who is responsible to raise the flag at the beginning of the day?

A12(b): City Staff

Q13: We understand that consumable supplies are furnished by the City. However, are these supplies delivered to each location or do we have to pick them up from a central location and disperse them to the individual locations?

A13: Supplies are delivered to most locations. However, the utilities department is supplied from the public works facility at this time.

Q14: What is the process for the background checks and drug tests for new employees from The City? How long does it take for these to be completed?

A14: Waiting on answer from Police Department.

Q15: Could you please disclose all cleaning schedules for all site (days of week and time frame) for cleaning services to be performed?

A15: The schedule varies from facilities. The Marion St. complex needs to be completed before 3pm each day. All other facilities are completed as stated in the bid document, between 5pm and 1am.

4. All other terms and conditions remain the same.

Proposers shall acknowledge receipt of this addendum in their Proposal Transmittal letter

The City of Daytona Beach

Kirk Zimmerman, CPPB

Buyer