



ADDENDUM No. 4

MAY 18, 2016

Solicitation Title: Janitorial Services

Solicitation No.: RFP No. 18-15-16 Opening Date: Thursday, May 26, 2016 by 3:30PM

Attention all potential bidders:

- MUST Addendum:** Read carefully and follow all instructions. Information included in this Addendum will have a material impact on the submittal for this Solicitation. All "MUST" addenda are considered a matter of responsiveness. "MUST" addenda must be returned with your Bid submittal or acknowledged on Form "A-5" attached to this Addendum. Failure of a Submitter to acknowledge the addenda shall be cause for rejection of the bid.

To all prospective bidders, please note the following changes and clarifications:

1. **Do we need to submit a bid bond or performance bond? If so, in what amount?**
 - A. No, a bid bond or a performance bond is not required, however a Janitorial service bond valued at \$100,000 is required (please see section 3.5.4 on page 23 of the RFP).
2. **What is the current contract price?**
 - A. The current contract price is a not to exceed amount of \$200,000 per year.
3. **What is the City's budget for this project?**
 - A. The budget is \$200,000 per year.
4. **We missed the Pre-Proposal Conference but would like to know if we can still participate?**
 - A. Yes, those who missed the Pre-Proposal Conference are still able to participate in this solicitation.
5. **Is the current scope of services and locations being serviced currently the same as RFP 18-15-16.**
 - A. For the most part, yes the scope of work is very similar in nature, with some modifications.

6. Is there a cost associated with the background check?

A. No, there is no cost to the vendor for the Police Department background check however, the vendor will still have to provide a valid background check at their own cost, acceptable to the City (separate from the Police Department).

7. Is there a living or minimum wage requirement other than the State of Florida requirements?

A. No there is not.

8. Will payments be monthly or bi-monthly?

A. Payments will be monthly.

9. What is the total amount and monthly cost for each location of the current annual contract?

A.

Location	Monthly Amount
City Hall	\$2,650.00
Police Station	\$3,500.00
Museum of Contemporary Art (MOCA)	\$900.00
North Miami Public Library	\$1,700.00
Motor Pool	\$300.00
Utility Operations Center	\$300.00
Enchanted Forest Community Center	\$250.00
Griffing Adult Center	\$300.00
Sunkist Grove Community Center	\$900.00
Keystone Center	\$300.00
Gwen Margolis Center	\$300.00
Ben Franklin	\$200.00
Claude Pepper Park	\$200.00
Cagni Park	\$200.00
Joe Celestin Center	\$1,600.00
Clyde W. Judson, Jr. Community Center	\$300.00

10. Are the red pavers located at City Hall included in the pressure cleaning?

A. The North entry way and the South entry way are included.

11. What tab do the pricing sheets, contract forms, Addendums and insurance forms go in?

A. The price proposal form should be included under Section 5.5 of the proposal format added under Addendum #2. The contract forms, Addendums and insurance forms should be placed under tab #2.

12. What is the square footage for attachment "M"?

A. 300 square feet.

13. Should both the *Narrative Description Checklist*, page 39 and *City Forms Checklist*, page 40 - 41 be included in the *Tab 2 Submittal Checklist* section?

A. Yes.

14. Should the required submittal contract forms (*A1-A7 & A14*) be included in the section attached to the *City Forms checklist*?

A. Yes.

15. Should the *Price Proposal Form* (page 35-38) be included in the section attached to the *Narrative Description Checklist*?

A. The price proposal form should be included under section 5.5 of the proposal format added under Addendum #2.

16. Should the *reference form A-14* be included in the same section as the contract forms?

A. Yes.

17. At the Joe Celestine Center Gym, is there a wood floor?

A. Yes, the floor is wood and it is a raised floor.

18. Is the scrub and finish of the floor at the Joe Celestine Center Gym included in the contract? This floor requires polyurethane finish which is really expensive.

A. Yes, the scrubbing is included in the contract.

19. At the Enchanted Forest Community Center, schedule of service is for 3 months. Does that mean that the pressure washing will be done one time per year?

A. Please see Addendum #3 with changes to Attachment "G" The pressure washing will be done twice a year.

20. For the locations that we service a few days a week, who provides the paper product for the other days that the locations are not serviced by the subcontractor?

A. For the parks that are serviced on the weekends, the City provides the paper products.

21. The Enchanted Forest requires service June through August. Should the cost for those three months be billed, for those three months only or, should the cost be split 12 ways and a portion of the cost be billed each month?

A. Please see Addendum #3 regarding the *Enchanted Forest Community Center*. Nonetheless, the vendor should bill the City monthly.

22. For Claude Pepper Park, does option 2 include the holidays?

A. Yes, all parks should include holidays.

23. What is the expectation for the wood floor maintenance inside of the gym at the Joe Celestine center?

A. Daily microfiber mopped and soft scrub once a month.

24. What is the expectation for the showers and locker rooms at the Joe Celestine Center?

A. Showers and locker rooms should be cleaned daily.

25. Should special event rates be quoted by a dollar amount per hour?

A. Yes, special event rates should be quoted on an hourly rate per person.

26. Should emergency janitorial services be quoted by a dollar amount per person?

A. Yes, emergency janitorial services should be quoted on an hourly rate per person.

27. Is the contractor expected to replenish the paper towel dispensers inside of City Hall?

A. Yes, the contractor is expected to replenish all dispensers.

28. Is the pressure washing only for the sidewalks?

A. As stated in the Scope of Work applicable, pressure cleaning includes walkways and walkway overheads.

29. Who is the current janitorial service provider?

A. Kelly Janitorial.

30. For each location do you have the square foot for VCT Tiles and Ceramic Tiles?

A. No, that specific information is not available.

All other terms, conditions and specifications remain unchanged for this Solicitation.

End of Addendum