

# Gainesville.

## Citizen centered

## People empowered

### ADDENDUM NO. 1

**Date:** March 15, 2019

**Bid Date:** March 28, 2019  
3:00 P.M. (Local Time)

**Bid Name:** Janitorial Services for Regional Transit  
System Facilities

**Bid No.:** RTSX-190033-DS

**NOTE:** This Addendum has been issued to the holders of record of the specifications and attendees of the non-mandatory pre-bid meeting held on March 14, 2019.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any remaining questions are to be submitted in writing to the City of Gainesville Procurement Division by March 19, 2019. Questions are to be submitted as follows:

Faxed (352) 334-3163  
Attention: Daphyne Sesco  
or  
Email: [sescoda@cityofgainesville.org](mailto:sescoda@cityofgainesville.org)

2. Find attached:

- Copy of the lobbying and blackout period definitions (Purchasing Procedure 41-423) distributed during non-mandatory pre-bid meeting
- Copy of the pre-proposal conference sign-in sheet

3. Daphyne Sesco, Purchasing Division, discussed bid requirements:

- Since this is a non-mandatory meeting you do not have to be present to submit a bid.
- The blackout period began once the bid was released and continues until contract award. No lobbying or discussions can occur between bidder and any representative of the City or GRU, except the designated purchasing staff contact; otherwise your bid will be disqualified.
- Verbal instruction does not change the terms of the solicitation – changes can only be made via a written addenda. Questions/Answers and topics of discussion addressed at this meeting will be available in an addendum for download through DemandStar.
- All communication, contact and/or correspondence must be with the buyer, Daphyne Sesco. Bidders who have contact with anyone other than the buyer (A/E, department, City elected officials, etc.) will be disqualified.

- Send final questions in writing to Daphyne via email. Any contact with staff other than the Purchasing representative may be basis for disqualification of your bid. Final question submittal deadline is March 19, 2019.
  - Return one original and four copies (total of five) and a CD or flash drive with a pdf of your response.
  - Sign, date and return all Addenda.
  - Responses are to be received in the Purchasing office no later than 3:00 p.m. (local time) on March 27, 2019. Any bids after 3:00 p.m. on that date will not be accepted. Bids must be physically received in the City's Procurement Department. Only hand-delivered responses are acceptable (i.e., in person or through a delivery service such as FedEx, UPS).
  - As Addenda are issued, the signature page should be included in the response acknowledging receipt of the addendum.
  - Review the requirements on page 9, R. Qualifications. Failure to meet the minimum requirements will disqualify your response from consideration of award
  - If claiming Local Preference, then mark the box on page 34 and submit a copy of Business tax receipt and Zoning Compliance Permit
  - If you choose to not bid, then please complete the form at the end of RFP document to let us know why you are not bidding.
  - This is a Request for Proposal, not an Invitation to Bid. Award is not based upon lowest bid, but will be evaluated on several criteria, including price.
4. Ken Kirkpatrick, Transit Facilities Supervisor gave an overview of the services required. Note, that schedule changes will be needed about three times per year due to spring break, summer break and winter break. Reduced services means more drivers in the lounge area.
5. The following are answers/clarifications to questions received prior to the non-mandatory pre-proposal conference:
- Question1: Who is the current vendor?  
**Answer1: Sheilashine Cleaning Services.**
- Question 2: What is the current pricing?  
**Answer 2: Total amount of \$3,475.00/month.**
6. The following are answers/clarifications to questions received at the non-mandatory pre-proposal conference:
- Question1: Please clarify hour range and times for service.  
**Answer1: Reviewing, anticipate providing response in Addendum #2.**
- Question 2: Pressure washing of windows – will you provide the water?  
**Answer 2: Yes.**
- Question 3: What is average cost of monthly paper products?  
**Answer 3: Reviewing, anticipate providing response in Addendum #2.**

Question 4: To clarify, you are happy with the supplies you have now?

**Answer 4: Yes. Our specified products are on listed in 11. Janitorial Supplies on page 18. We do not want to change our dispensers.**

Question 5: Are recycles to be picked up from each office or only from the copy room area and taken outside?

**Answer 5: Reviewing, anticipate providing response in Addendum #2.**

Question 6: How many offices are on the first floor of Building A (Admin/Ops)?

**Answer 6: Reviewing, anticipate providing response in Addendum #2.**

Question 7: Do occupants leave their door open/unlocked or locked with trash outside the door?

**Answer 7: Usually unlocked, but a master key will be provided to the contractor.**

Question 8: Are both recycling and trash to be emptied?

**Answer 8: Yes. Contractor is not responsible for emptying the big bin(s) located in the copy rooms, only the cardboard boxes.**

Question 9: Is there just one elevator in this building (Admin/Ops)?

**Answer 9: Yes. There is also one elevator in Building C (Maintenance).**

Question 10: The bid provides estimated square footage. Can you provide us the actual square footage?

**Answer 10: Reviewing, anticipate providing response in Addendum #2.**

Question 11: Are we expected to high dust in the Driver's Lounge (Admin/Ops)?

**Answer 11: Yes, for spider webs.**

Question 12: Are we responsible for wiping down/disinfecting the gym equipment in the Driver's Lounge?

**Answer 12: Yes.**

Question 13: Will the area (big open area on second floor of Building A) be filled up during the contract?

**Answer 13: It is not expected to be set up for occupants, but that could change. The increase in services would be covered under Item 11 *Clean Additional Facilities* on the PRICE PROPOSAL form.**

Question 14: Did last company use lift to do exterior windows?

**Answer 14: No, an extended wand/brush with water purifier was used by internal staff.**

Question 15: Are we to pressure wash the tables/chairs on the outside patio of Building A?

**Answer 15: No, you are to keep the tables and chairs wiped down. Litter picked up, patio area blown or swept off, and trash emptied.**

Question 16: Could we get a copy of the floor plan for all buildings?

**Answer 16: Reviewing, anticipate providing response in Addendum #2.**

Question 17: What is used to clean hallway floor in Building C (Maintenance) – small sweeper or mop?

**Answer 17: City staff have been using an auto scrubber.**

Question 18: Are we permitted to use the auto scrubber?

**Answer 18: No.**

Question 19: What is cleaned in the Parts Room of Building C?

**Answer 19: Just the desktop/counter, floor area around staff desktop/counter and office type trash is emptied.**

Question 20: Hours of personnel in Building C?

**Answer 21: 24/7, except for some office/administrative staff.**

Question 22: Is work area covered under bid (across from custodial closet in hallway of Building C)?

**Answer 22: No.**

Question 23: Second floor hallway of Building C – is this to be cleaned?

**Answer 23: Once per month should be auto scrubbed, otherwise, once per week sweeping. First floor hallway of this building should be cleaned daily due to usage.**

Question 24: Server room on second floor of Building C – Do they require anti-static floor finish?

**Answer 24: Yes, use for all server rooms.**

Question 25: Building D – Fuel Island: Is it better to clean this area before the employees start (4am)?

**Answer 25: Yes, Vehicle Attendants work from 5pm-4am.**

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and shall attach a copy of this Addendum to its proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY OF \_\_\_\_\_  
GAINESVILLE

FINANCIAL SERVICES  
PROCEDURES MANUAL

41-423      Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

CITY OF GAINESVILLE  
GENERAL GOVERNMENT PURCHASING DIVISION  
NON-MANDATORY PRE-PROPOSAL MEETING  
JANITORIAL SERVICES FOR REGIONAL TRANSIT SYSTEM FACILITIES

DATE: March 14, 2019 at 1:00 pm Local Time

RFP #RTSX-190033-DS

DUE DATE: March 28, 2019 at 3:00PM

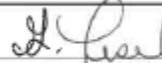
YOUR COMPANY'S NAME, ADDRESS &  
PHONE NUMBER

YOUR SIGNATURE, PRINTED NAME,  
EMAIL ADDRESS & FAX NUMBER

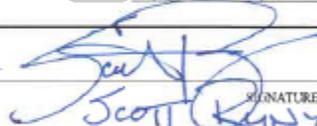
1) CDC Cleaning Services Inc  
P.O. Box 1270  
Alachua, FL 32616  
PHONE # (352) 256-9065

  
Gerald Chism  
E-MAIL: gchism1@gmail.com  
FAX # ( )

2) Tribond  
1629 Clay Rd  
Mableton GA 30124  
PHONE # (352) 219-1412

  
Lupe Tesvich  
E-MAIL: ljtesvich@tribond.net  
FAX # (678) 720-4708

3) Boro Building & Property Maintenance  
6321 Porter Rd, Suite 5  
SARASOTA, FL 34240  
PHONE # (813) 857-8043

  
Scott Kenyon  
E-MAIL: scott@boropl.com  
FAX # (941) 556-9028

4) Creative Industrial Solutions  
5000 NW 43rd Street, Suite 100 207  
GAINESVILLE FL 32606  
PHONE # (352) 226-8448

  
Derrick Terrell  
E-MAIL: Admin@creativeindustrialsolutions.com  
FAX # (813) 217-5328

5) J Gordons Investment, LLC  
2153 SE Hawthorne Rd Suite 1204  
Gainesville, FL 32644  
PHONE # (352) 262-0936

\_\_\_\_\_  
SIGNATURE  
\_\_\_\_\_  
PRINTED NAME  
E-MAIL: \_\_\_\_\_  
FAX # ( )

CITY OF GAINESVILLE  
GENERAL GOVERNMENT PURCHASING DIVISION  
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JANITORIAL SERVICES FOR REGIONAL TRANSIT SYSTEM FACILITIES

DATE: March 14, 2019 at 1:00 pm Local Time  
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YOUR COMPANY'S NAME, ADDRESS &  
PHONE NUMBER

YOUR SIGNATURE, PRINTED NAME,  
EMAIL ADDRESS & FAX NUMBER

6) Nice & Neat Cleaning Services Inc  
PO Box 368304  
Gainesville, FL 32635  
PHONE # (352) 219-0485

Yesenia Gonzales  
SIGNATURE  
Yesenia Gonzalez  
PRINTED NAME  
E-MAIL: Niceandneat.GNV@gmail.com  
FAX # ( )

7) Ken Kirkpatrick  
RTS Gainesville  
PHONE # ( )

Carpel Systems Plus N. FLA Inc.  
SIGNATURE  
R. Keith  
PRINTED NAME  
E-MAIL: RKeith@CarpelSystemsPlus.net  
FAX # ( )

8) Cody Chase  
American Janitorial  
PHONE # (407) 497-9366

SIGNATURE  
PRINTED NAME  
E-MAIL:  
FAX # ( )

9) \_\_\_\_\_  
\_\_\_\_\_  
PHONE # ( )

SIGNATURE  
PRINTED NAME  
E-MAIL:  
FAX # ( )

10) \_\_\_\_\_  
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PHONE # ( )

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E-MAIL:  
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