

ITB 26-100 Commercial Janitorial Services

This addendum shall modify, clarify, change, or add information and clarification and become part of the above referenced ITB.

Questions & Answers:

Question 1.

Could you please clarify if the selected company is expected to begin work immediately on that date?

What is the anticipated start date for this project?

Answer 1.

July 1, 2026 -- July 6, 2026.

Question 2.

Please provide copies of the following records, if available:

1. The current or most recent janitorial services contract.
2. Any amendments, renewals, extensions, or change orders related to that contract.
3. The current vendor name.
4. The current pricing/rate sheet, including monthly pricing by location and any pricing for deep cleaning, disinfecting, rug spot treatment, electrostatic spray, or add-on services.
5. The prior winning bid/proposal package, if available.
6. Any bid tabulation, scoring sheet, award recommendation, or notice of award related to the prior janitorial services solicitation.
7. The current contract expiration date.

Answer 2.

Public records request will be addressed once ITB 26-100 Commercial Janitorial Services is awarded.

Question 3.

I wanted to clarify if we are required to have Cyber Insurance, despite the fact that we have nothing to do with your computers.

Answer 3.

N/A

Question 4.

The Scope of Services states that the Coalition is seeking janitorial services for four office locations; however, only two locations are listed in the ITB. Please confirm whether there are additional locations included in this solicitation. If so, please provide the addresses, square footage, and required cleaning frequencies for each additional location.

Answer 4.

Boynton Beach Bldg. includes four offices which will be cleaned as requested, and Palm Springs Office will be daily M-F. Work Schedule: Service must occur after business hours at 5:30 p.m. and/or weekends (if needed or requested).

Question 5.

For the Boynton Beach location at 2300 High Ridge Road, please confirm whether routine janitorial service is required, or whether the scope is limited to monthly/as-needed deep cleaning, disinfecting, and rug spot treatment.

Answer 5.

As needed. See ITB 26-100 SECTION 5: SCOPE OF SERVICES.

Question 6.

Please provide the restroom count, kitchen/breakroom count, conference room count, and approximate employee occupancy for each location.

Answer 6.

Palm Springs – 1 employee restroom, 1 kitchen/breakroom, 1 conference room approx. 150
Boynton – 1 conference room approx. 50

Question 7.

Please provide the floor type breakdown for each location, including approximate square footage of carpet, VCT, LVT, ceramic tile, concrete, and area rugs, if available.

Answer 7.

Palm Springs -Vinyl wood-like flooring and carpet in one area and three area rugs 8,964 sq ft

Boynton – carpet only 9,561 sq ft

Question 8.

Are carpet extraction, strip/wax floor care, machine scrubbing, interior/exterior window cleaning, or pressure washing required under the base scope, or should these services be priced only as optional add-on services?

Answer 8.

The ITB states that any items billed individually must be proposed separately and any additional add-on project-based services that may be provided upon request shall be listed separately as well. It does not specifically identify these services as part of the base scope.

Question 9.

For disinfecting services, should electrostatic disinfecting or a compatible disinfecting product be included in the monthly base price, or priced separately as a per-occurrence add-on service?

Answer 9.

The ITB states that bids must list the cost of services and frequency, any items billed individually must be proposed separately, and any additional add-on project-based services shall be listed separately. The ITB does not expressly state whether disinfecting must be in the base price or separately priced.

Question 10.

Are employee background checks required before janitorial staff may begin work at Coalition facilities? If so, please confirm whether Level 2 background screening is required for all assigned janitorial employees.

Answer 10.

Exhibit 4 states the contractor shall ensure compliance with the applicable employee screening requirements in section 435.04, Florida Statutes, and that as a qualified entity the contractor shall have all employees assigned to work on the agreement screened in a manner consistent with section 943.0542, Florida Statutes.

Question 11.

Is the 1,000,000 cyber liability insurance requirement applicable to the janitorial contractor for this solicitation?

Answer 11.

See Answer 3.

Question 12.

Are uniforms and photo ID badges required for all janitorial staff assigned to Coalition locations?

Answer 12.

Uniform and/or badge required

Question 13.

Will the Coalition provide keys, access cards, alarm codes, or other facility access credentials to the awarded contractor? Are there any specific access-control or key-control procedures that must be followed?

Answer 13.

Palm Springs -Yes.

Boynton -Yes

Question 14.

For renewal years, will the Coalition allow annual price adjustments due to changes in wage rates, insurance costs, chemical costs, fuel, or other market conditions?

Answer 14.

Renewals are subject to (a) funding availability and (b) satisfactory evaluation by the Coalition.

Question 15.

Have any addenda been issued to date, and will bidders be required to acknowledge all addenda in the final bid submission?

Answer 15.

The ITB states that any addendum issued by the Coalition will include a receipt acknowledgment that must be executed and submitted with the bid. The ITB does not state within the document whether any addenda had already been issued.

Question 16.

What types of flooring do you have throughout each facility? What is the square footage of each type?

Answer 16.

See Answer 7

Question 17.

Please let us know whether a walk-through may be scheduled, and if so, the available dates, times, attendee limitations, and any sign-in or security requirements.

Answer 17.

The ITB states there will be no bidders' conference. It does not state that site visits or walk-throughs will be scheduled.

Question 18.

We would also appreciate clarification on whether the insurance requirements listed in Exhibit 4, including cyber liability insurance, apply in full to this janitorial services contract.

Answer 18.

Exhibit 4 contains the contract insurance requirements, including liability, workers' compensation, unemployment compensation, premise liability, and cyber liability insurance.

Question 19.

Can the Coalition provide floor plans for both the Boynton Beach and Palm Springs facilities?

Answer 19. Palm Springs Floor Attached as Attachment 1. Boynton Beach is as needed/requested.

Question 20.

Can the Coalition provide a breakdown of square footage by flooring type (carpet, tile, vinyl, concrete, etc.) for each location?

Answer 20.

See Answer 7.

Question 21.

How many restrooms are located at each facility?

Answer 21.

Palm Springs – 1 employee restroom Boynton – 0

Question 22.

Approximately how many employees work at each office location on a regular basis, and what are the average daily occupancy levels, including visitors?

Answer 22.

The ITB states the Coalition has 230 employees providing community services through two office locations, but it does not provide staffing by location or daily occupancy figures.

Question 23.

Is an optional site visit available for interested bidders? If so, please provide the process for scheduling a visit.

Answer 23.

See Answer 17.

Question 24.

Please confirm whether routine janitorial services are required at the Boynton Beach location. The Scope of Work identifies monthly deep cleaning and as-needed services but does not appear to specify recurring janitorial service frequencies.

Answer 24.

See Answer 5.

Question 25.

For the Palm Springs facility, please confirm the permitted service window, including earliest access time and any required completion time. Are contractor personnel permitted to perform services anytime after 5:30 PM, or are there specific access hours that must be observed?

Answer 25.

The ITB states the work schedule must occur after business hours at 5:30 p.m. and/or weekends. No further access window or completion time is stated.

Question 26.

Please clarify whether the additional deep cleaning and disinfecting services and rug spot treatment services should be included in the recurring contract price or proposed as separate billable services. If available, please provide historical usage or estimated annual frequency for these services.

Answer 26.

The ITB states any items billed individually must be proposed separately and any add-on project-based services shall be listed separately.

Question 27.

Are janitorial services required on federal holidays or Coalition-observed holidays? If so, should those costs be included in the base pricing?

Answer 27.

The ITB states service must occur after business hours at 5:30 p.m. and/or weekends. It does not state a holiday service requirement.

Question 28.

Is there currently an incumbent contractor providing these services? If permissible, can the Coalition disclose the current contract value or annual spend associated with this contract?

Answer 28. \$25,000

Question 29.

Are interior and/or exterior window cleaning services included within the scope of work? If so, please specify the expected frequency.

Answer 29.

Only interior window ledges are required to be clean weekly.

Question 30.

Are any day porter services, event support services, emergency response cleaning, or on-call janitorial services anticipated during the contract term? If so, should these services be included in the base pricing or proposed separately?

Answer 30.

No, please add as an option

Question 31.

Can the Coalition provide a pricing template, or should bidders submit their own pricing format for Section 8 – Cost of Services?

Answer 31.

The ITB does not provide a pricing template in the exhibits shown. It states the bidder must submit the cost of services on a unit basis/monthly and any project add-on services separately.

Question 32.

Should bidders submit pricing for the initial one-year term only, or for the initial term plus all four optional renewal periods? If renewal period pricing is required, should pricing be provided separately for each contract year?

Answer 32.

The ITB states the initial term is one year with an option to renew for four additional one-year periods, but it does not state whether bidders must price renewal periods separately.

Question 33.

In the event of contract renewals, will annual price adjustments be permitted? If so, please specify the methodology or limitations for such adjustments.

Answer 33.

See Answer 14.

Question 34.

Will bidders receive a submission confirmation after uploading their proposal through the Box portal?

Answer 34. Yes, you will get a message once submitted "**Success! Your file has been submitted.**" Feel free to take a screenshot for your records.

Question 35.

Please confirm whether bidders should submit a company-generated Letter of Certification on company letterhead based on Exhibit 1, or complete and submit Exhibit 1 as provided.

Answer 35.

Section 4.1 states this section is a letter of certification on company letterhead to be signed by the company and refers bidders to the example of the letter of certification in Exhibit 1.

Question 36.

Could you please confirm whether the bid should cover two locations or four; and, if four, the addresses,

square footage, and required service frequency for the two additional locations, so that we can price our bid accurately?

Answer 36.

See Answer 4.

Question 37.

Section 5.1 references four office locations; however, only two locations are identified in the Scope of Work. Please confirm the number of locations included in this solicitation and whether additional locations should be included in pricing.

Answer 37.

See Answer 4.

Question 38.

Section 5 states that the Coalition is seeking janitorial services for four office locations; however, the Locations & Square Footage section only lists two locations: Boynton Beach and Palm Springs. Can the Coalition please confirm whether this solicitation includes two locations or four locations? If four, please provide the address, square footage, and required service frequency for the two additional locations.

Answer 38.

See Answer 4.

Question 39.

For the Boynton Beach location, can the Coalition please confirm whether recurring commercial janitorial service is required, or if the required services are limited to monthly/as-needed deep cleaning, disinfecting, and rug spot treatment?

Answer 39.

See Answer 5.

Question 40.

Is there a current incumbent contractor providing these services? If so, please provide the incumbent contractor name, current contract value, and current monthly pricing if available.

Answer 40.

See Answer 28.

Question 41.

Regarding the cleaning industry certification requirement, can the Coalition clarify what types of certifications or documentation will satisfy the requirement for “nationally recognized cleaning industry certification,” including COVID-19 disinfection using CDC or WHO guidelines? For example, would company training records, written disinfection protocols, product/SDS documentation, or third-party cleaning/disinfection certificates be acceptable?

Answer 41.

The ITB states the contractor shall provide proof of any nationally recognized cleaning industry certification to include COVID-19 disinfection using guidelines from the Center for Disease Control or World Health Organization. It does not further specify acceptable forms of documentation.

Question 42.

For the required local reference, does the reference need to be located specifically in Palm Beach County, or would a Florida-based reference be acceptable?

Answer 42.

Section 4.1 requires at least three references of current clients, including at least one local. State of Florida reference is sufficient.

Question 43.

To ensure our pricing is as accurate as possible, would it be possible to schedule a site visit?

Answer 43.

See Answer 17.

Question 44.

Are floor plans available for both locations?

Answer 44.

See Answer 19.

Question 45.

Please confirm the total square footage requiring cleaning at each facility.

Answer 45.

The ITB lists Boynton Beach at 9,561 square feet and Palms Springs at 8,964 square feet.

Question 46.

How many restrooms are at each location?

Answer 46.

See Answer 21.

Question 47.

How many break rooms or kitchen areas are included?

Answer 47.

1

Question 48.

How many conference rooms are included?

Answer 48.

1

Question 49.

How many private offices are included?

Answer 49.

The ITB states Boynton Beach includes 4 suites multiple offices as requested. See attachment 1 below for Palm Springs.

Question 50.

Are training rooms, storage rooms, file rooms, or special areas included in the scope of work?

Answer 50.

Question 51.

Are there any areas excluded from the stated square footage?

Answer 51.

Question 52.

Please indicate the approximate square footage of carpeted areas.

Answer 52.

See Answer 7.

Question 53.

Please indicate the approximate square footage of hard-surface flooring.

Answer 53.

See Answer 7.

Question 54.

Are there special floor maintenance requirements beyond routine cleaning services?

Answer 54.

The ITB specifically includes rug spot treatment as needed and monthly or additional deep cleaning/disinfecting services as listed by location. No other special floor maintenance requirements are stated.

Question 55.

Is interior window cleaning expected as part of the routine service?

Answer 55.

See Answer 30.

Question 56.

Is exterior window cleaning included in the scope?

Answer 56. No

Question 57.

Please confirm the expected frequency of routine cleaning service for the Boynton Beach location.

Answer 57.

See Answer 5.

Question 58.

Is service required five days per week at both locations?

Answer 58.

No. The ITB states Palms Springs requires commercial janitorial services 5 days a week, Monday through Friday. Boynton Beach is listed for monthly and as-needed services.

Question 59.

Are there areas that require cleaning multiple times per day?

Answer 59.

No

Question 60.

How does the Coalition define “monthly deep cleaning”?

Answer 60.

The ITB states deep cleaning services include all commercial janitorial daily services with greater attention to detail in disinfecting all areas.

Question 61.

What specific tasks are expected during the monthly deep cleaning service?

Answer 61.

See Answer 60.

Question 62.

Should monthly deep cleaning services be included in the recurring monthly rate or quoted separately?

Answer 62.

The ITB requires bidders to list the cost of services and frequency, and any items billed individually must be proposed separately. It does not expressly direct whether monthly deep cleaning must be bundled or separately priced.

Question 63.

Is electrostatic disinfection required, or can EPA-approved equivalent methods be used?

Answer 63.

The ITB states disinfecting services are to include disinfecting with electrostatic spray or a compatible product throughout the space.

Question 64.

How frequently have additional deep cleaning services been requested historically?

Answer 64.

Once every ½ year or as requested

Question 65.

Are there any special requirements for waste handling?

Answer 65.

The daily services include trash removal, including recyclables. No additional special waste-handling requirements are stated in the scope of services.

Question 66.

Are there restricted-access areas that require special coordination or authorization?

Answer 66.

No – after-hour badge will be provided

Question 67.

Should bidders submit pricing as a monthly rate, an annual rate, or both?

Answer 67.

Section 4.1 states the bidder must submit the cost of services on a unit basis/monthly and any project add-on services costs separately.

Question 68.

Should additional project-based services be quoted separately from recurring cleaning services?

Answer 68.

Yes. The ITB states any additional add-on project-based services that may be provided upon request shall be listed separately.

Question 69.

Is there a current cleaning contractor providing services at these facilities?

Answer 69.

See Answer 28.

Question 70.

Were there any recurring service issues or performance expectations that the Coalition would like addressed under the new contract?

Answer 70.

The ITB does not identify prior recurring service issues. It does state the contractor must provide the high standards of cleanliness required under the contract and may be subject to corrective action plans for noncompliance, nonperformance, or unacceptable performance under Exhibit 4.

Question 71.

Would the Coalition be willing to provide photographs or a virtual tour of both facilities to assist bidders in preparing accurate proposals?

Answer 71. See Attachment 1 below.

Question 72.

Could you please clarify whether a "local" reference refers specifically to Palm Beach County, or whether a commercial/government reference from another location within Florida would satisfy this preference?

Answer 72.

See Answer 42.

Question 73.

What is the current contract value for this service annually?

Answer 73.

Question 74.

Could you please confirm whether restroom cleaning is included in the scope of work for this ITB? If restrooms are included, please provide the total number of restrooms and the approximate square footage of the restroom areas at each location.

Answer 74.

Restroom cleaning is included because the daily services include cleaning, disinfecting, and refilling soap

dispensers, toilet tissue, and paper towel dispensers. One bathroom in Palm Springs Office, Boynton Beach 0.

Question 75.

Is proof of all required insurance coverage required at the time of bid submission, or may proof be provided upon award and prior to contract execution?

Answer 75.

Exhibit 4 states that upon contract execution, the contractor shall furnish written verification of the required insurance coverage.

Question 76.

Will a site visit or facility walkthrough be available for interested bidders prior to submission?

Answer 76.

See Answer 17.

Question 77.

Approximately how many restrooms, breakrooms, conference rooms, and offices are located within each facility?

Answer 77.

Question 78.

Are there any areas requiring special cleaning protocols beyond the scope described in the ITB?

Answer 78.

The ITB specifically requires disinfecting all high-touch areas and requires proof of nationally recognized cleaning industry certification to include COVID-19 disinfection using CDC or WHO guidelines. No additional special-area protocols are stated.

Question 79.

What are the current cleaning frequencies being performed at each location?

Answer 79.

The ITB states the required schedule under the solicitation: Boynton Beach monthly deep cleaning/disinfecting as requested plus additional deep cleaning/disinfecting as requested and rug spot

treatment as requested; Palms Springs commercial janitorial services 5 days a week, monthly deep cleaning/disinfecting, additional deep cleaning/disinfecting as needed, and rug spot treatment as needed.

Question 80.

Are there any incumbent contractors currently providing these services, and if so, may the current service schedule be shared?

Answer 80.

See Answer 28.

Question 81.

Is the monthly deep cleaning expected to occur during regular service hours, or should it be priced separately?

Answer 81.

The ITB states service must occur after business hours at 5:30 p.m. and/or weekends. It also states any items billed individually must be proposed separately, but it does not expressly state whether monthly deep cleaning is to be priced separately.

Question 82.

Does the Coalition require specific cleaning certifications, or will nationally recognized industry certifications and documented disinfection training satisfy this requirement?

Answer 82.

The ITB requires proof of any nationally recognized cleaning industry certification to include COVID-19 disinfection using CDC or WHO guidelines. It does not list more specific certification titles.

Question 83.

Are Level 2 FDLE background screenings required for all personnel assigned to the contract?

Answer 83.

Exhibit 4 requires compliance with section 435.04, Florida Statutes, and states the contractor as a qualified entity shall have all employees assigned to work on the agreement screened in a manner consistent with section 943.0542, Florida Statutes.

Question 84.

Are there any anticipated changes to square footage, occupancy levels, or service expectations during the initial contract term?

Answer 84.

No

Question 85.

Does the Coalition have a budget range established for this solicitation?

Answer 85.

\$25,000-\$30,000

Question 86.

Good morning, what are the specifics of the building that needs to be done? How many rooms, bathrooms and square footage?

Answer 86.

The ITB lists two locations: Boynton Beach at 9,561 square feet, noted as 4 suites and 2 offices, and Palms Springs at 8,964 square feet. 1 Bathroom in Palm Springs, and 0 in Boynton Beach.

Question 87.

Would it be possible to schedule a walkthrough of the Boynton Beach and Palm Springs office locations referenced in the solicitation?

Answer 87.

See Answer 17.

Question 88.

What is the age and general condition of the Boynton Beach building?

Answer 88.

Question 89.

How many restrooms are located in the Boynton Beach facility, and how many stalls and sinks does each restroom contain?

Answer 89.

N/A

Question 90.

How many kitchen/break room areas are in the Boynton Beach location?

Answer 90.

N/A

Question 91.

What type of flooring is present throughout the Boynton Beach facility (carpet, tile, hardwood, VCT, or a combination)?

Answer 91.

See Answer 16.

Question 92.

If VCT flooring is present at Boynton Beach, is stripping and waxing required as part of the deep cleaning service?

Answer 92.

N/A

Question 93.

How many individual offices and common areas are included within the 9,561 sq ft at Boynton Beach?

Answer 93.

The ITB states Boynton Beach includes 4 suites and 2 offices. It does not state the number of common areas.

Question 94.

Are there any specialized areas at Boynton Beach requiring specific cleaning protocols or restricted access?

Answer 94.

N/A

Question 95.

What is the age and general condition of the Palm Springs building?

Answer 95.

We have occupied office space for over 7 years and it is in good condition

Question 96.

How many restrooms are located in the Palm Springs facility, and how many stalls and sinks does each restroom contain?

Answer 96.

1 restroom 1 sink 1 toilet

Question 97.

How many kitchen/break room areas are in the Palm Springs location?

Answer 97.

1

Question 98.

What type of flooring is present throughout the Palm Springs facility (carpet, tile, hardwood, VCT, or a combination)?

Answer 98.

See Answer 16.

Question 99.

If VCT flooring is present at Palm Springs, is stripping and waxing required as part of the daily or deep cleaning service?

Answer 99.

See Answer 92.

Question 100.

How many individual offices and common areas are included within the 8,964 sq ft at Palm Springs?

Answer 100.

See attachment 1 below for Palm Springs Floor Plan.

Question 101.

Are there any specialized areas at Palm Springs requiring specific cleaning protocols or restricted access?

Answer 101. No

Question 102.

Are there water fountains in each facility? If so, approximately how many?

Answer 102.

No water fountains to clean or disinfect.

Question 103.

Does each kitchen/break room contain appliances such as microwaves, toasters, or refrigerators? If so, are interior and exterior cleaning of these appliances included in the deep cleaning scope?

Answer 103.

Yes, no cleaning is needed for appliances.

Question 104.

How many windows are in each facility, and is interior window cleaning included in the scope of services?

Answer 104.

See Answer 29.

Question 105.

Do the facilities have blinds, shades, or other window treatments that require cleaning?

Answer 105.

No

Question 106.

Are there picture frames, wall art, or decorative frames throughout the facilities that require dusting and cleaning?

Answer 106.

No

Question 107.

Are there cabinets in the kitchen/break room or office areas that require interior and/or exterior cleaning?

Answer 107. Yes, only exterior cabinet cleaning in the offices.

Question 108.

Is exterior pressure washing of walls, entryways, or outdoor areas required under this contract? If so, is it included in the monthly fee or billed separately as an add-on service?

Answer 108.

No

Question 109.

Will the selected vendor have the opportunity to conduct a walkthrough of both facilities prior to contract execution?

Answer 109.

No, please see attachment 1.

Question 110.

Are there any existing cleaning standards, inspection checklists, or quality benchmarks currently in use that the new vendor would be expected to follow?

Answer 110.

The ITB states the cleaning supplies and materials shall deliver results necessary to provide the high standards of cleanliness required under the contract. Exhibit 4 also permits monitoring, written findings, and corrective action for deficiencies. No inspection checklist is included in the ITB.

Question 111.

May we please receive clarification on the total number of locations requiring service?

Answer 111.

See Answer 4.

Question 112.

If four locations are included, may the Coalition provide the addresses, square footage, and service frequency for the additional sites?

Answer 112.

See Answer 4.

Question 113.

May we please know the amount of rooms for each listed space (restrooms, kitchens/breakrooms, conference rooms, training rooms, any other rooms not listed but in each building)?

Answer 113.

See Answers 6, 21, 47, 48, and 50.

Question 114.

What are the flooring types per location (carpet, tile, vinyl, etc.)?

Answer 114.

See Answer 16.

Question 115.

Are there any specialty rooms requiring unique protocols (IT rooms, lactation rooms, lab rooms, storage areas etc.)?

Answer 115.

N/A

Question 116.

Will keys and/or an alarm code be provided?

Answer 116.

See Answer 13.

Question 117.

Is there a mandatory stop time to vacate the buildings?

Answer 117.

See Answer 25.

Question 118.

How will as-needed deep cleaning be requested/informed, approved, and billed?

Answer 118.

Exhibit 4 states pre-approval for any tasks and/or work, as stated in the scope of work, must be in writing and/or via email to be eligible for payment. The ITB also states items billed individually must be proposed separately.

Question 119.

Would it suffice to price the deep cleaning on a monthly basis?

Answer 119.

The ITB requires bidders to list the cost of services and frequency. It also separately identifies monthly deep cleaning services in the schedule.

Question 120.

Does the Coalition accept hospital-grade misting/fogging or spraying in lieu of electrostatic sprayers?

Answer 120.

The ITB states disinfecting services are to include electrostatic spray or a compatible product throughout the space.

Question 121.

Are there preferred disinfectant brands or chemical restrictions?

Answer 121.

The ITB states supplies shall be of good commercial quality, environmentally friendly whenever possible, suitable for the purpose intended, and shall not be harmful to the surface to which applied. No preferred brands are identified.

Question 122.

Will the Coalition maintain consumable inventory on site or must the vendor monitor and request replenishment?

Answer 122.

The ITB states trash liners, hand soap, paper towels, and toilet tissue will be provided by the Coalition. It does not describe vendor monitoring or replenishment request procedures.

Question 123.

Are green-certified products required or simply preferred?

Answer 123.

The ITB states cleaning supplies and materials shall be environmentally friendly whenever possible.

Question 124.

Are weekend cleanings ever required?

Answer 124.

Yes. The ITB states service must occur after business hours at 5:30 p.m. and/or weekends.

Question 125.

Are cleanings required during holidays? If yes, are multiple cleanings during the holidays needed and will a list of holidays be supplied?

Answer 125.

See Answer 27.

Question 126.

How many rugs exist per location?

Answer 126.

The ITB references area rugs for spot treatment as needed, but it does not state the number of rugs.

Question 127.

Does the Coalition want rug cleaning priced per rug, per event, or included in the base price?

Answer 127.

The ITB states bidders must list cost of services and frequency, and any items billed individually must be proposed separately.

Question 128.

What add-on services does the Coalition anticipate needing (interior/exterior window cleaning, floor stripping/waxing, carpet extraction)?

Answer 128.

The ITB does not list those specific anticipated add-on services. It states any additional add-on project-based services that may be provided upon request shall be listed separately.

Question 129.

Would the Coalition value a price to ceramic coat all exterior windows for each building?

Answer 129.

N/A

Question 130.

Should add-ons be priced hourly, per square foot, or per project?

Answer 130.

The ITB requires cost of services on a unit basis/monthly and requires add-on project-based services to be listed separately. It does not prescribe a specific pricing method for all add-ons.

Question 131. Does the Coalition require dedicated staff or is a rotating team acceptable?

Answer 131.

Contractor preference

Question 132. Are there minimum staffing levels expected per location?

Answer 132.

Contractor preference

Question 133.

Are there performance metrics used to evaluate the vendor? If yes, may a sample metric be provided prior to awarding the contract?

Answer 133.

The ITB uses evaluation criteria of Description of Services, Experience and Credentials, Background, and Cost of Services/Goods, each worth 0 to 25 points. Exhibit 4 also allows corrective action plans and penalties for noncompliance, nonperformance, or unacceptable performance. No sample performance metric is included.

Question 134.

How will deficiencies be communicated and how quickly must they be corrected?

Answer 134.

Exhibit 4 states that following inspection or interview, ELC will deliver a written report of findings and written recommendations, and the contractor will correct noted deficiencies within the period of time set forth in the recommendations.

Question 135.

Will the Coalition accept aggregate limits or must each policy individually meet the 3M requirement?

Answer 135.

Exhibit 4 states the contractor shall maintain a minimum of three million dollars liability insurance coverage on a comprehensive basis. The ITB does not further clarify aggregate versus per-policy treatment.

Question 136.

Are umbrella policies acceptable to meet the threshold?

Answer 136.

Yes, please see INSURANCE Section under the contract template in ITB 26-100.

Question 137. Is there a specific format required for invoicing (spreadsheet, PDF, mailed original, portal submission)?

Answer 137. Exhibit 4 states invoices shall be submitted electronically to accountspayable@elcpalmbeach.org and must include sufficient documentation of work performed.

Question 138.

Will the Coalition require time logs, checklists, or a sign-in sheet?

Answer 138.

Exhibit 4 requires invoices to include a detailed listing of work performed, the individual date, number of hours completed by day, individual staff member who performed the work, and a description of the task completed.

Question 139.

Will the Coalition allow an optional walkthrough before bid submission? If yes, are there particular dates/times available?

Answer 139.

See Answer 17.

Question 140.

Are there current pain points with the existing vendor?

Answer 140.

Timely Communication.

Question 141.

Are there specialty rooms (IT rooms, lactation rooms, training centers) requiring unique protocols?

Answer 141.

See Answer 115.

Question 142.

Does the Coalition require background checks for all staff or only supervisors?

Answer 142.

Exhibit 4 states the contractor shall have all employees assigned to work on the agreement screened in a manner consistent with section 943.0542, Florida Statutes.

Question 143.

May a firm submit a bid as the prime contractor where the janitorial services would be performed by a qualified, experienced janitorial subcontractor, subject to the Coalition's prior written approval per Exhibit 4, Section 7.12?

Answer 143.

Exhibit 4 states the contractor shall not subcontract any portion of the work required by the agreement without ELC's prior written approval.

Question 144.

If permitted, should the proposed subcontractor be identified within the bid submission, and may the s

subcontractor's experience, references, and cleaning industry certifications be presented to satisfy the Experience and Credentials evaluation criteria and the certification requirement in Section 5.1?

Answer 144.

The ITB requires the bidder to provide its response to the stated evaluation criteria and bid content requirements. It does not expressly state whether subcontractor qualifications may be used to satisfy those sections. Prior written approval is required for subcontracting under Exhibit 4.

Question 145.

Are there any limitations on the percentage of work that may be subcontracted?

Answer 145.

The ITB does not state a percentage limitation. Exhibit 4 only states that no portion of the work may be subcontracted without prior written approval.

Question 146.

Would it be possible to schedule a brief walkthrough of the Palm Springs and/or Boynton Beach locations prior to the bid submission deadline?

Answer 146.

See Answer 17.

Question 147.

Would you please confirm the total number of locations included in the scope of work?

Answer 147.

See Answer 4.

Question 148.

Please confirm the required cleaning frequency for each location, including Boynton Beach and Palm Springs.

Answer 148.

Boynton Beach: monthly deep cleaning and disinfecting services as needed, additional deep cleaning and disinfecting services as needed, and rug spot treatment as needed. Palms Springs: commercial janitorial services 5 days a week Monday through Friday, monthly deep cleaning and disinfecting services, additional deep cleaning and disinfecting services as needed, and rug spot treatment as needed.

Question 149.

Is routine janitorial service required at both locations, or only at Palm Springs?

Answer 149.

Based on the stated work schedule, routine commercial janitorial service is expressly listed only for Palms Springs. Boynton Beach is listed for monthly and as-needed services.

Question 150.

For the Boynton Beach location, please confirm whether services are expected on a recurring schedule, monthly basis, or only as needed.

Answer 150.

The Boynton Beach schedule is monthly deep cleaning and disinfecting services as needed, additional deep cleaning and disinfecting services as needed, and rug spot treatment as needed.

Question 151.

Is electrostatic spray disinfection required as part of the regular scope of services, or only on an as-needed basis?

Answer 151.

The ITB includes disinfecting services in the scope and defines disinfecting services as disinfecting with electrostatic spray or a compatible product throughout the space. The work schedule separately lists monthly and additional disinfecting services by location.

Question 152.

The solicitation references cleaning industry certifications and COVID-19 disinfection guidelines. Are these certifications mandatory requirements for award, or preferred qualifications?

Answer 152.

The ITB states the contractor shall provide proof of nationally recognized cleaning industry certification including COVID-19 disinfection using CDC or WHO guidelines.

Question 153.

Please confirm whether there are required frequencies for carpet extraction, floor care, interior glass cleaning, upholstery cleaning, or other periodic specialty services beyond the general janitorial scope listed in the solicitation.



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Answer 153.

Rug spot treatment is listed as needed and deep cleaning/disinfecting frequencies are stated by location.

Question 154.

Please confirm that all other cleaning chemicals, disinfectants, equipment, and tools (beyond trash liners, hand soap, paper towels, and toilet tissue) are to be provided by the awarded vendor.

Answer 154.

Yes. The ITB states the janitorial service will provide its own supplies including cleaners, vacuums, mops, buckets, disinfectants, and any other necessary item not listed, while the Coalition will provide trash liners, hand soap, paper towels, and toilet tissue.

Question 155.

If available, could you please provide the current annual spend for janitorial services, the current contract term, and whether pricing information for the incumbent contract is available for public review?

Answer 155. \$25,000

Attachment 1

Palm Springs Office Floor Plan

