

FLORIDA POLYTECHNIC UNIVERSITY
UNIVERSITY PROCUREMENT
LAKELAND, FL
RFP 24-052
CUSTODIAL SERVICES

DATE: 04/02/2024

ADDENDUM NO: One (1)

PLEASE NOTE: Questions (black font) and Responses (red font)

1. Is power washing required to clean 25' of the building entrances?
 - No
2. Verify which buildings/ locations are APPA level 2 and APPA level 3?
 - Scope/Schedule provided is the basis for cleaning expectations by space type. In the absence of a detailed scope, assume APPA level 2.
3. Adequate staff is required from 7:30am-5pm. Can you confirm how many full-time positions are currently providing coverage during the day?
 - Provide sufficient cleaning coverage for day, evening, weekend, and holiday activities/events.
 - Provide organization chart of staff, for reference in times the authorized manager is unavailable. Organizational Chart should identify the quantity of staff for each shift (workday, evenings, weekends, etc.).
4. Confirm successful respondent will be responsible to replace trash cans & floor mats?
 - Not included in the scope of work. University will replace damaged floor mats and trash cans.
5. Will the employees of the successful respondent be charged for parking permit or are the parking charges for "Vendor" vehicles only? If the successful respondent employees are charged what is the cost?
 - Personal vehicles parked on campus require a parking permit
6. What is the current annual cost of the custodial contract?
 - Request for detailed information regarding University contracts must be submitted to the University's Custodian of Public Records at ogc@floridapoly.edu
7. When the scope says "365" days a year – do you guys currently want us to bid these tasks with cleaning 7 days week? Or is this assuming the Monday – Friday 7:30 am – 5:00 pm schedule/5 days a week service?
 - Provide sufficient cleaning coverage for day, evening, weekend, and holiday activities/events.
 - Provide organization chart of staff, for reference in times the authorized manager is unavailable. Organizational Chart should identify the quantity of staff for each shift (workday, evenings, weekends, etc.).
8. The RFP doesn't call out specific shift schedules. Is there a preferred number of day porters? The RFP mentions 7:30 am – 5:00 pm, does this mean there is no night cleaners/porters?
 - Provide sufficient cleaning coverage for day, evening, weekend, and holiday activities/events.
 - Provide organization chart of staff, for reference in times the authorized manager is unavailable. Organizational Chart should identify the quantity of staff for each shift (workday, evenings, weekends, etc.).
9. What holidays do you observe? Does cleaning team work on these observed holidays?
 - A list of holidays can be found at <https://floridapoly.edu/wp-content/uploads/2017/07/FPU-1.008-UniversityHolidaysRegulation-5.14.13.pdf>
10. Is there any change to scope/staffing during the summer months?
 - No
11. Do you have any past usage for consumables?
 - No

12. If not, would you accept pricing as cost plus pricing on consumables (towel, soap, tissues, liners), i.e. give you unit prices and charge 8-10% markup. Rather than all inclusive which will increase price bc we will have to over-estimate on these costs if included.
 - No
13. Is floor cleaning/maintenance equipment (auto scrubber, floor burnisher, etc.) owned by the College or the current contractor?
 - To be provided by the contractor.
14. Are transportation vehicles (Golf carts, gators or other) owned by the College or the current contractor?
 - To be provided by the contractor.
15. Weight Room - Is the contractor responsible for the cleaning of the equipment in the weight room?
 - Refer to Attachment F.
16. Is the college open to having the contractor install hand dryers in restrooms throughout the campus?
 - The University will consider efficient alternatives to existing operations, but may not choose to implement what is proposed.
17. Please clarify Floor Mat responsibility – are existing floor mats owned by the College or current contractor, and does the custodial contractor maintain & replace?
 - Replacement of floor mats is not required. University is responsible for mat replacement.
18. What is the annual cost of a parking permit to the contractor for each (employee) vehicle?
 - See Response to Question #5.
19. During the pre-bid meeting/tour, the Cafeteria custodial responsibilities became unclear. Please clarify Custodial Contractor responsibilities in the SOW regarding the Cafeteria/Vending areas below:
 - Cafeteria Cleaning is not included in this scope of work. There is a portion of the Wellness Center that is included. Please refer to the plans provided, and Attachment G.
20. Please place “C” for Custodial Contractor or “D” for Dining Contractor

	Please place “C” for Custodial Contractor or “D” for Dining Contractor	
	Vending Areas	Cafeteria
Clean and sanitize all public-use microwaves (9:00 am, and check every 90min until 6:00pm)		
Empty all trash containers and disposals, wash and disinfect exterior and interior of all containers.		
Damp clean and disinfect table tops, seats and backs of chairs.		
Arrange furniture as per specifications provided.		
Clean and disinfect (remove mineral deposits and shine) drinking fountains.		
Spot clean doors, frames, light switches, kick and push plates, handles, walls and interior glass.		
Dust other furniture, sills and ledges.		
Sweep and scrub hard surface floors. No finish shall be put on quarry or ceramic tile. Chairs are to be moved from the area prior to sweeping, and replaced when floor has dried. All moving and replacing of chairs shall be done by contractor employees, not cafeteria staff.		
Vacuum carpeted floors in their entirety.		
Spot clean spills and stains on carpeted floors.		

Clean inside and outside glass of the building.		
Damp clean and wipe dry the face of all vending machines.		

21. Should there be a change in Custodial Contractors, does the College request the current custodial employees to be retained by the successful contractor? Please provide current number of FTE's and wage rates.

No

Budgeted FTE's: _____

Actual FTE's: _____

Current Hourly Rates: _____

What holidays are given to facility employees?

New Year's Day

Memorial Day

July 4th

Labor Day

Thanksgiving

Christmas

Personal Day

Other:

22. Are personnel paid straight time for work on holidays?

To be determined by the successful respondent.

23. What is the facility policy on sick leave? Are employees paid for unused sick time?

To be determined by the successful respondent.

24. What is the facility vacation policy?

To be determined by the successful respondent.

25. Please provide a 2-week labor schedule for Housekeeping/Laundry.

To be determined by the successful respondent.

26. Please provide a list of benefits provided to employees and associated costs:

To be determined by the successful respondent.

All respondents must acknowledge receipt of this addendum by signing below and submitting this executed document with your response. Failure to execute and return this addendum form may disqualify your firm's response.

This addendum shall become part of your firm's response and the subsequent documents if applicable.

Response Due Date/Time: April 30, 2024; 2:00 PM (ET)

Receipt Acknowledged:

Vendor name: _____

Address: _____

Email: _____

Phone: _____

Authorized Representative: _____

Authorized Representative Signature: _____
